

Madrid, Bonnie, CYFD

From: Madrid, Bonnie, CYFD
Sent: Friday, October 14, 2011 5:18 PM
To: Garcia-Quintana, Francisca, CYFD
Cc: Alcon, Carmela A., CYFD
Subject: Approval of Request for Alternative Work Arrangements

Importance: High

Good Afternoon,

Your Request for Alternative Work Arrangements has been approved. You may begin the requested schedule effective pay period beginning October 15, 2011. If required, your work schedule in the SHARE system will be changed to reflect the schedule requested.

Please keep in mind that this is not permanent. This schedule is subject to change.

Thank you.

Bonnie Madrid, H&R Supervisor

Children Youth and Families Department

Employee Support Services

P.O. Drawer 5160

Santa Fe, NM 87502

(505) 827-7945

(505) 660-5892 - Cell

(505) 827-8084 - Fax

Bonnie.Madrid@state.nm.us

ESS HELP DESK(505)827-3998

ESS E-MAIL: ESS.Helpdesk@state.nm.us

Report suspected child abuse or neglect by calling #SAFE (#7233) from a cell phone or 1-855-333-SAFE.

**PERSONNEL ACTION REQUEST
EMPLOYEE SUPPORT SERVICES**

Children, Youth & Families Department



For Agency Use Only: SMART

PAR # (s): 34763

Analyst: Yances

Revised 09/28/2006

34765

Date Rec'd ESS

SEP 2011

Effective Date of Action: 9/17/11

Section 1 – Employee/Position Information

Employee Name	National ID (SSN)	Employee ID		Work Schedule	
FRANCISCA GARCIA-QUINTANA		321525		M-F 8-5	
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title	Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-O	B91510	I-HS PRACT	65	20.54	.99
Current Department Number		Current Perm #	Current Org Level	Current Location	Current Position Status
5040010000		08482	G	Espanola	PERM
New TOG or Manager Group Title	New Job Class Code	New Working Title	New Pay Band	New Pay Rate	New Compa Ratio
Soc/Com Sv Coord-A	B9151A	I-HS Supervisor	70	23.62	1.05
New Department Number		New Perm #	New Org Level	New Location	New Position Status
5040010000		32352	F	Espanola	PERM
Section 2 – Type of Action Requested for Employee or Position					
Employee	Position				
<input type="checkbox"/> Hire (Retiree Reemployment? Yes ___ No ___)	Advertise Position/Request Employment List				
<input type="checkbox"/> In-Grade Hire	Create Position				
<input checked="" type="checkbox"/> Promotion	Delete Position				
<input type="checkbox"/> Class Reduction	Transfer Position				
<input checked="" type="checkbox"/> Transfer: From _____ To: _____	Location Change				
<input type="checkbox"/> Resignation	Tool Number Change				
<input type="checkbox"/> Retirement	Reclassify Position (Include PAQ)				
<input type="checkbox"/> Other (Please specify in "Remarks")	Other (Please specify in "Remarks")				

Remarks: Promotion with 15% Salary Increase.

+ Solo Supervisory Pay

Section 3 – Requestor and Authorization

Supervisor Name & Signature Polly Arzola	Telephone Number 505-753-7191	Title OIC	Date
Middle Manager Review Name & Signature Carmela Alcon	Telephone Number 505-753-7191	Title Acting NE Regional Mgr	Date
Division Review & Signature Trish Ortiz	Telephone Number 505-827-8452	Title HR Coordinator	Date
Employee Support Representative Review & Signature <i>Polly Arzola</i>	Approval to proceed with request: NO YES		
	Date: <u>9/20/11</u>		

Employee Support Services Use Only

FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Benefits Elig? <input type="checkbox"/> Yes <input type="checkbox"/> No	Bargaining Unit Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No (Send copy to Labor Relations Rep.)	
	Date <u>9/23/11</u>	Initials <u>tu</u>	Remarks: <i>entire ento share Stop AFSCME</i>
Action	Reason	Date	Copy to Payroll/Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Retro Pay Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Action	Reason	Date	Retro Start Date:

Date logged _____

Date agency notified _____

New Mexico State Personnel Board

Promotional Increase

**Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)**

Business Unit Name and Code: CYFD Protective Services (690-50)

HR contact: Bonnie Madrid	HR tel number: 827-7945	HR e-mail address: Bonnie.Madrid@state.nm.us
Requested by supervisor/manager: Carmela Alcon		Tel number: (505) 753-7191 ext 1076

Current Information

EMPLOYEE: Francisca Garcia-Quintana		Employee ID: 321525	
Classification: Soc/Com Sv Coord-O I-HS Practitioner		Pay Band: 65	Bargaining Unit Covered Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position #: 8482	OL#: 5040010000	Hourly salary: \$ 20.54	Compa-ratio: .99

Supervisory Information

Supervisory Hourly Salary: \$	Total Hourly Salary: \$	Compa-ratio:
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Proposed Information

Classification: Soc/Com Sv Coord-A (I-HS Supervisor)	Pay Band: 70	Bargaining Unit Covered Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Position #: 32352	OL#: 5040010000	Hourly salary: \$ 23.62	Compa-ratio: 1.05
Dollar amount of increase: \$3.08	Percent of increase: 15 %	Effective date: 10/01/14	9/17/11

Proficiency Zone

- Associate Zone (training/learning job): to 81.4%
 Independent Zone (fully competent in job): 81.5-115.0%
 Principal Zone (contribution significantly beyond the norm in job): 115.1% & above

Salary upon promotion, Subsection D of 1.7.4.12 NMAC

D. Upon promotion, an employee's salary, subject to budget availability, should reflect appropriate placement within the pay band. A salary increase of less than five percent (5%) or greater than fifteen percent (15%) shall require approval of the director. A salary increase greater than fifteen percent (15%) to bring an employee's salary to the minimum of the pay band or less than five percent (5%) to prevent an employee's salary from exceeding the maximum of the pay band does not require the approval of the director. The salary of a promoted employee shall be in accordance with Subsection B of 1.7.4.11 NMAC.

SALARY SCHEDULES, Subsection B of 1.7.4.11 NMAC

B. No employee in the classified service shall be paid a salary less than the minimum nor greater than the maximum of their designated pay band unless otherwise authorized by the director, or provided for in these rules, or the employee has been transferred into the classified service by statute, executive order, or order of a court of competent jurisdiction.

DEFINITIONS, Subsection C of 1.7.4.7 NMAC

C. "Appropriate placement" means those elements to be considered in determining pay upon hire, promotion, transfer or reduction including the employee's education, experience, training, certification, licensure, internal pay equity, budgetary availability and, when known and applicable, employee performance.

Compa-ratio means pay expressed as a percentage of the midpoint of a pay band.

(To calculate divide hourly salary by the midpoint of the pay band)

Section 2: RATIONALE FOR THE SALARY PROPOSED (to be completed by Agency Personnel)

JRQS:	Employee Qualifications:
Education: Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology, Criminology from an accredited college/university.	Education: Master's Degree in Social Work
Experience: Experience in social work, psychology, or guidance and counseling totaling three (3) years following the Master's Degree is required for this position. Six (6) months of the three (3) years must have been in a supervisory capacity.	Experience: Years 10 Months 3 Supervision: Years _____ Months _____ Management: Years _____ Months _____

Licensure: Candidate must be licensed as a social worker, psychologist, counselor or therapist in New Mexico.

Licensure: Mrs. Garcia-Quintana has an LMSW Lic #M04859

Please describe how the employee's education/experience is relative to the established Job Related Qualification Standards (at full competence/midpoint level - 100% compa-ratio) supports the compa-ratio and proficiency zone being proposed.
Promotional Increase analysis targets pay based upon *anticipated* performance. The goal is to determine the appropriate pay, relative to midpoint, based upon the anticipated and/or known (if hiring management has first hand experience with employee) performance level of the employee (based upon education, experience, work performance at agency and other selection criteria).

The JRQS for this position are a Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology, Criminology from an accredited college/university and experience in social work, psychology, or guidance and counseling totaling three (3) years following the Master's Degree is required for this position. Six (6) months of the three (3) years must have been in a supervisory capacity.

Ms. Garcia-Quintana graduated from NMHU with her Master's Degree in Social Work in May 2001 and is licensed at the LMSW level. She has over 18 years experience with direct client contact. She is knowledgeable of the type of clients we serve here at CYFD as she previously worked as an Investigations Worker for one year and is currently an In-Home Services Practitioner and has contacts with a great number of service providers that are utilized by CYFD. Ms. Garcia-Quintana is bilingual and can communicate well with the large Spanish speaking population here in Rio Arriba which will be a great asset in her new position as In-Home Services Supervisor.

Based on Mrs. Garcia-Quintana's education and experience, it is anticipated she will perform the duties of this job in the Independent Zone.

Section 3: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name): Carmela Alcon, COM	Date:
PSD Director Jared Rounsville	<i>Jared Rounsville</i> 9/14/11
CYFD CFO Rick Crespin	<i>Rick C Crespin</i> 09/15/11

Section 4: INTERNAL COMPARISON (to be completed by Agency Human Resources)

Internal Comparison: List the employees in the same Classification to whom this employee should be compared.

Name(s)	Hourly Salary	TRD (if applicable)	Total Salary	Education	# years related experience
Candidate Francisca Garcia-Quintana	\$23.62		\$23.62	LMSW	10 years 3 mos.
Employee Paula Dominguez	\$25.25		\$25.25	LBSW	15 years
Employee Polly Arzola	\$25.26		\$25.26	LMSW	10 years

Section 5: REQUIRED DOCUMENTATION/VERIFICATION (to be completed by Agency Human Resources)

Yes	No	Required Documentation
X		Is a copy of the Job Related Qualification Standards/Job Order Form attached?
X		Is a copy of the applicant's application/resume attached?

Section 6: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:

The proposed salary is based on Ms. Garcia-Quintana's education and experience. It is anticipated that she will become fully competent in the position if I-HS Supervisor and will perform within the Independent Zone. A 1.05 compa-ratio is warranted.

HR Supervisor (Print Name):

Bonnie Madrid

HR Supervisor Signature:

Date: 9/15/11

 Approval Approval of alternate salary of \$ _____ Compa/ratio _____ Disapproval**For State Personnel Office Use ONLY**

Reviewed by:

Date:

Approved by:

Date:

Notes (as needed)

SEP. 19. 2011 10:54AM D
COMP 04/JUL 11

NO. 3911 F. 2

SPO Use Only

Date logged _____

Date agency notified _____

New Mexico State Personnel Board Pay Allowance for Performing Supervisory Duties

**Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)**

Business Unit Name and Code: CYFD Protective Services

HR contact: Bonnie Madrid	HR tel number: 827-7945	HR e-mail address: Bonnie.Madrid@state.nm.us
Requested by supervisor/manager: Carmela Alcon		Tel Number: (505) 753-7191

Current Information

EMPLOYEE: Francisca Garcia-Quintana	Employee ID: 321525		
Classification: Soc/Com Sv Coord-A (I-HS Supervisor)	Pay Band: 70	Bargaining Unit Covered Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Position #: 32352	OL#: 5040010000	Hourly salary: \$23.62	Compa-ratio: 1.05

Supervisory Pay Allowance Information

Dollar amount of allowance: \$1.18	Percent of allowance: 5%	Effective Date: 10/01/11 9/17/11
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DEFINITIONS, Subsection U of 1.7.1.7 NMAC

U. "First line supervisor" means an employee in a non-manager classification who devotes a substantial amount of work time to supervisory duties, customarily and regularly directs the work of two or more other employees and has the authority in the interest of the employer to hire, promote, evaluate the performance of, or discipline other employees or to recommend such actions effectively but does not include an individual who performs merely routine, incidental or clerical duties, or who occasionally assumes supervisory or directory roles or whose duties are substantially similar to those of subordinates, and does not include lead employees, employees who participate in peer review or occasional employee evaluation programs.

Pay allowance for performing first line supervisor duties, Subsection F of 1.7.4.12 NMAC

- (1) An agency shall grant a pay allowance to an employee in a non-manager classification who accepts and consistently performs additional duties which are characteristic of a first line supervisor. The amount of the pay allowance shall reflect the supervisory responsibilities which transcend the technical responsibilities inherent in the technical occupation group and shall be between 0% and 20% above the employee's base pay rate.
- (2) When the supervisor duties are no longer being performed, the agency shall revert the employee to the hourly rate of pay held prior to granting the pay allowance, plus any authorized pay increases.
- (3) Agencies shall require that a form, established by the director, be signed by all employees at the time of acceptance of a pay allowance evidencing their agreement to the terms and conditions of the pay allowance.

Section 2: DESCRIPTION OF SUPERVISORY DUTIES (to be completed by Agency Personnel)

Describe the supervisory duties, including complexity of supervision, number supervised, etc. that qualify this employee for the requested amount of supervisory pay based on your agency's compensation policy.

Ms. Garcia-Quintana will supervise a unit of Client Service Agents and Protective Services workers responsible for providing in-home services for Protective Services clients.

SEP. 19, 2011 10:54AM

VO. 391 P. 3

Positions to be supervised:

Position Number:	Classification:
00008989	Soc/Com Sv Coord-O (I-HS Practitioner)
00008836	Soc/Com Sv Coord-O (I-HS Practitioner)
00008484	Soc & Hum Sv Asst-O (Client Service Agent)
00008466	Pers & Home Care Aide-O (Client Service Agent)

Section 3: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name): Carmela Alcon, COM	Date:
PSD Director Jared Rounsville	<i>Jared Rounsville</i> 9/14/11
CYFD/CFO Director Rick Crespin	Date: <i>Rick Crespin</i> 04/15/11

Section 4: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

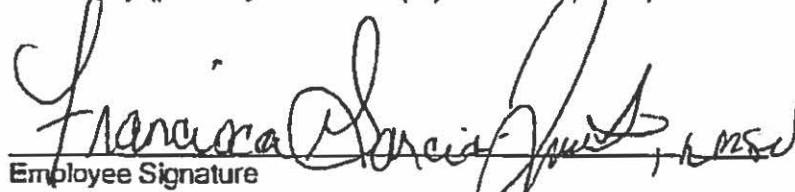
Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:

A supervisory pay may be granted to an employee in a supervisory TOG role who accepts and consistently performs additional duties which are characteristic of a supervisor. (CYFD Policy 4.7.8)

HR Supervisor (Print Name): Bonnie Madrid	<input checked="" type="checkbox"/> Approval
HR Supervisor Signature:	<i>Bonnie Madrid</i>
Date: 9/15/11	<input type="checkbox"/> Approval of alternate salary of \$ _____ Compa/ratio _____ <input type="checkbox"/> Disapproval

EMPLOYEE ACKNOWLEDGEMENT of the CONDITIONS OF RECEIPT OF PAY ALLOWANCE FOR PERFORMANCE OF SUPERVISORY DUTIES

I hereby acknowledge that the Pay Allowance for Performing Supervisory Duties will begin on the date specified above. I understand that the Pay Allowance may be renewed annually. I agree that the Pay Allowance will cease to exist (this does not include disciplinary action, see subsection E of 1.7.4.12 NMAC , Demotion) if the supervisory duties are no longer being performed and that my salary will revert to the hourly rate of pay (plus any authorized pay increases) held prior to the Pay Allowance.


Employee SignatureDate 9-19-11

ACKNOWLEDGEMENT OF FLSA STATUS

Employee Name: Francisca Loyola Garcia-Quintana

Job Title: Soc/Com Sv Coord-A (I-HS Supervisor)

Please read and sign in the appropriate space below.

In accordance with the Fair Labor Standards Act, the FLSA status for your position has been determined by a comprehensive analysis of the specific job description and duties, and not determined by the job title. Should you feel your FLSA status has been incorrectly determined, you have the right to appeal this decision in writing to the CYFD/Employee Support Division, Deputy Director. A current Position Assignment Questionnaire (PAQ) must accompany an appeal, and include your signature as well as your supervisor's signature.



FLSA Exempt Status – I understand that I am exempt from overtime pay.

Exempt status does not entitle you to any form of overtime compensation. However, Children, Youth, and Families Department has determined that employees who are exempt from the Fair Labor Standards Act shall receive compensatory time on a straight time basis for all authorized overtime work in excess of 80 hours during a pay period.

Signature

work in excess of 80 hours during a pay period.
Francisco Garcia Date 9-19-11



FLSA Non-Exempt Status – I understand that I am non-exempt, covered for overtime pay.

Non-exempt status entitles you to overtime compensation at a rate of not less than one and one-half times your regular rate of pay, for each authorized hour worked in a workweek in excess of 40 hours.

Signature

Date

For more information regarding compensation for overtime, please refer to the State Personnel Board Rule, NMAC 1.7.4.15 and Children, Youth, and Families Department Policies and Procedures, Part 4.4.

EDUCATION

- 5/1993 Graduate of Escalante High School, Tierra Amarilla, N.M.
8/93-12/96 Attended N.N.M.C.C. and graduated with High Honors with Associate Degree in Human Services.
1/97-5/99 Attended Highlands University and Graduated Magna Cum Laude with Bachelors Degree in Social Work.
5/00-5/01 Attended Highlands University and Graduated with a Masters Degree in Social Work.
9/01 Passed State Licensure and received license (LMSW). I am ready to take LISW licensure test.

WORK EXPERIENCE

- 5/94-current Step-parent of step-daughter, and step-sons,
- 1/95-5/99 In partnership with 2 other women, I helped start a Student Outreach Program at Northern New Mexico Community College. I assisted students who were struggling with daily life issues and access community service programs.
- 3/96-1/01 I completed the Santa Fe Rape Crisis Advocate Training. In partnership with 3 other women; we began a grassroots organization called NO MAS. I served as a volunteer Rape Crisis Advocate for 5 years. Duties included: being on call to respond to State, City, County, and Tribal police departments, NNM Crisis Center, and Espanola Hospital. I supported rape victims through the rape kit process, provided advocacy, clothing, assisted in obtaining orders of protection, and attended court hearings with the victim. I trained local police department officers in the different forms of rape/abuse and the procedures for contacting advocates. I acquired donations from local businesses and community to purchase cell phones for advocates. I did PSA's via radio. Received a certificate from Secretary of State Stephanie Gonzales for exemplary dedication and This work led to the opening of the Espanola Branch of the Santa Fe Rape Crisis Center and was named NO MAS. This program was open for many years until the SANE unit was made in Santa Fe.
- 1995-1996 I completed 150 hour internship at Vistas Del Sol, Tierra Amarilla, N.M. I worked with the elderly and mentally ill. Duties included: case management, referrals, teaching daily living skills, documentation, assessments, and provided client transportation.
- 1996-1997 I worked at Las Cumbres as an Aide at the therapeutic after school program. Duties Included: working with emotionally disturbed children ages 6-12.
- 1998-99 I completed 480 hour internship at St. Francis Academy. Duties included Behavior Management with children, ages 3-18, who suffered with severe emotional disabilities, learning disorders, and developmental disabilities, and behavioral disturbances. I worked with the child and family in the home, classroom, and special education classrooms. I was then hired.
- 1999-2011 Treatment Foster Care Coordinator (TFC)/Supervisor at St. Francis Academy. Duties Included: case management, treatment planning, supervision of treatment foster parents and TFC staff, billing, home visits, documentation, supervising visitations between children and their biological families, permanency planning, obtaining and tracking billing authorizations of all TFC staff, etc. I worked with child who suffered from severe emotional disabilities, learning disorders, behavior disorders, and children who suffered from various between the ages of 6-18.



- 1/01-9/01 Case Manager of Residential Services/Care Coordinator at St. Francis Academy. Duties Included: supervision of TFC staff and foster parents, supervising all staff billing authorizations, mental health assessments and diagnosis of youth ages 12-18. I assessed male juveniles, at detention centers, for placement in the RTC. I assisted families with case management, competing the Medicaid process/applications, obtaining authorizations for services from Medicaid and the CYFD panel, documentation, maintaining records, case file auditing. I assured State Licensing Standards were met and updated, and I conducted training for TFC parents and staff. Care Coordination duties included training, monitoring staff training activities, insuring compliance with organizational policies and standards, and maintained current knowledge of all funding sources. I ensured that clinical standards (to include CYFD, JACHO, and HMO's) were being met, monitored staff productivity, and served the Performance Improvement Coordinator by reviewing records, risk management, program quality assurance, and conducted internal investigations.
- 9/01- 3/03 Rio Arriba Maternal and Child Health Council (RAMCHC) Director. Duties included: administration of the RAMCHC, to include, managing the budget and reporting requirements, convening the RAMCHC meetings on a monthly basis, carrying out approved and assigned tasks of the RAMCHC. I was responsible for timely preparation and distribution of minutes to all council members, keeping all RAMCHC records, maintained close contact with state agencies and other council agencies regarding RAMCHC funding and activities, and I reported to the Director of Health and Human Services. I worked to reduce the duplication of health care efforts in Rio Arriba, increased collaboration, presented to Rio Arriba County Commissioners, recruited council members, conducted council orientations, health planning, and advocacy on the behalf of women, children and their families in Rio Arriba County. I assisted in coalition building and grant writing.
- 1/04-2/05 I completed a contract with North Central Community Based Services in Chama, N.M. I provided Mid-Level Family Preservation Services for families whose children had been removed by CYFD and reunified with their families or children who were at risk of being removed from their home.
- 1/04-6/05 I completed a contract with Children, Youth, and Families Department to conduct the PRIDE trainings to foster parents from Taos.
- 7/05-10/05 I completed a contract with the Rio Arriba Juvenile Justice Board (RAJJB), in partnership, with Espanola Public Schools to create the Espanola Public Schools district wide *Guidelines to Truancy Prevention and Attendance Policy Manual*.
- 3/03-8/09 Family and Youth Resource (FYR) Coordinator/Truancy Prevention Officer through the RAJJB, in partnership with the Espanola Public Schools. Duties included: all administrative duties of the FYR and truancy prevention program, supervision of all school staff in regards to the attendance policies and , tracked truant students, conducted home visits, and assessed reasons for truancy. I coordinated meetings with the parents, students, school staff, community and the school based providers to resolve issues of truancy, meet regularly with the RAJJB, community providers, Espanola Public School administrator and school board members. I provided case management and referred clients to community based services, such as, JPPO, CYFD, ISD, transportation



services, and health services, ISD, mental health organizations. I referred students to school based services, such as to the School Nurse, Principal, School Counselor, special education department, tutoring services, etc. I worked closely with community based services to refer students who displayed behavioral and/or mental health issues to services. I conducted meetings with students and their families to discuss behavior and/or mental health issues and made all the referrals for needed community or school based services mentioned above. Other duties included: grant management/ reporting, creating program forms and brochures in English and Spanish. I trained all school staff on coding reasons for absences, trained all staff on the school PAWS attendance database usage, created all the program brochures/flyers, and distributing health related educational materials for students, parents, and staff. I facilitated 8 week "Girls' Circle" groups for 6th grade girls at TEQ Sombrillo Elementary. I coordinated weekly grief groups and coordinated one to one mentoring with students by students from Northern New Mexico College Service Learning Program/Mentoring Program.

- 4/08-7/08 I completed a contracted with Rio Arriba Health & Human Services Dept. and coordinated two Community Health Fairs. I held one in the Northern Region of Rio Arriba County and one in the Southern Region of RA County.
- 7/06-3/09 I completed contracts with Rio Arriba County/RAJJB to facilitate "Girls' Circle" groups for girls who were on formal and/or informal probation with the Rio Arriba JPPO.
- 8/09-8/10 State of NM Children's Youth and Families Department-Child Abuse Investigator. I investigated parents and caregivers alleged to be abusing or neglecting their children. I conducted interviews, documentation, FACTS database input, held FCM's, legal cases, attended court hearings, and worked closely with various social and community service programs and Law Enforcement.
- 8/10-10/10 Career Counselor at Espanola Valley High School. I was hired to assisted students in career planning, scholarship searches, financial aid, college applications, ACT testing, scholarship essays, college/career fairs, counseling, class presentations, conduct school credit checks, transcripts reviews, and to start a career center at the high school. I soon realized that the students would not be allowed to meet with me due to not having any time in the school day to meet due to tight class attendance schedules. I decided to return to CYFD to work with children and their families instead of grades and making class schedules.
- 11/10-Current In Home Services Practitioner at CYFD/PS in Rio Arriba/Los Alamos Counties. Duties include: FCM participation and referrals, I-HS staffing, I-HS transfers, 72 hour home visits, weekly home visits, SDM's, assessing child safety, assessing caregiver capacities, assessing risk and needs, documentation, filing legal cases, investigation, providing guidance/training to the new I-HS worker, supervising interns from NNMC and NM Highland University, de-escalating irate clients, referring clients to community based services, close collaboration and communication with community based services, completing all I-HS referral packets/forms/well being assessments, creating treatment plans, participating in weekly I-HS Supervision staffing, and completing In Home and Out of Home Safety Plans and agreements. I conduct CA/N and NM Court checks on safety monitors, FACTS work, and I work closely with the investigation, permanency, and adoptions units. I work closely with the CSA's, CCA, Management and office staff, and attend monthly staff meetings. I know the I-HS policies and legal procedures well.



WORKSHOPS

See attached professional and developmental activities page.

Civic Participation

- *Vice President of Student Outreach Organization at NNMCC from 1995-96
- *9/01-3/03 Secretary of Rio Arriba County 4-H Advisory Committee
- *9/01-3/03 Northern New Mexico Grief Support Center: Hogar de Paz Board Member
- *9/01-3/03 Safe Kids of Rio Arriba Board Member and Secretary
- *6/02-1/03 Facilitator of Northern Rio Arriba Health Coalition in Tierra Amarilla, NM
- *2/02-3/03 Secretary of Espanola Suicide Awareness Coalition
- *2001-02 Received numerous certificates of appreciation from community based partners to include assisting the R.A. County DWI program for assisting in reducing DWI in 2002 and the R.A. 4-H Program.
- *4/03-9/05 Secretary of the Rio Arriba County Juvenile Justice Board
- *2003-06 Community Partner with Northern New Mexico College Service Learning Program. I was invited by Human Services Dept. Chair, Dr. Mellis Schmidt, to attend a Service Learning Workshop in Washington, DC. I organized partnership to bring mentors into schools in 2006, and I was invited to be the guest speaker at the Service Learning Banquet at NNMCC.

Supplemental Experience

- *Knowledge of using office setting and equipment. I type 60 words a minute, and I have very good computer and social skills.
- *I am experienced in using the FACTS database at CYFD.
- *I enjoy working with organizations, coalitions, community members, children, youth and families, and I am very good at establishing positive relationships.
- *I have completed the 8 week CYFD/PS Core Training from Sept.-Dec. 2009.
- *July 2010-Conducted QA for Bernalillo County
- *Extensive home visiting experience.
- *Extensive knowledge of community based services in Rio Arriba and Los Alamos Counties.

Licensee Details

Demographic Information

Title: First: Francisca	Middle: Loyola	Last: Garcia	Suffix:
Name: Francisca Loyola Garcia	Owner:		
Home State:			

Address Information

City:	State:	Zip:
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License Information

DBA:					
Lic #:	M-04859	Profession:	Social Work Examiners	Type:	Licensed Masters Social Worker
Status:	Active	Issued:	9/11/2001	Expiry:	7/1/2013
Reason:	License Issuance	Date:	9/11/2001	Renewed:	6/28/2011
Method:	upgrade from provisional	State:		Country:	LOA Issue:
Appealed:		Result:		Effective:	LOA Expiry:

Prerequisite Information

No Prerequisite Information

Education Information

School:	Highlands University				
Profession:	Social Work Examiners	Type:	Accredited Social Work Programs	Major:	Certificate: Master of Science
Date From:		Date To:		Credit Hours:	Specialty:

Employment Information

No Employment Information

Specialty Information

No Specialty Information

Violation Information

No Violation Information

Discipline Information

No Discipline Information

Limits/Restriction Information

No Limits/Restriction Information

License Bond Information

No License Bond Information

License CSR Information

No License CSR Information

Respondent License Information

No Respondent License Information

NOTICE OF VACANT POSITION



Job Title: IN-HOME SERVICES SUPERVISOR – Social & Community Services Coordinator-A (Position #32352) - CYFD
Job ID: 26995
Location: Espanola
Full/Part Time: Full-Time
Regular/Temp: Regular PERM State

Salary:

The salary range for this position is \$16.37 min to \$29.10 max hourly (pay band 70). Offered salary is determined based on education and experience.

Agency Mission & Description:

CYFD believes in the strengths and resiliency of families who are our partners and for whom we advocate to enhance their safety and well-being. We respectfully serve and support children and families and supervise youth in a responsive community-based system of care that is client-centered, family-focused, and culturally competent.

Purpose of Position:

Incumbent will supervise unit of protective services workers providing in-home services for Protective Services clients.

Educational Requirements:

A Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university is required for this position.

Please enter your education level on the Education page of the application even when submitting a resume.

Experience:

Experience in social work, psychology, or guidance and counseling totaling three (3) years following the Master's Degree is required for this position. Six (6) months of the three (3) years must have been in a supervisory capacity.

Employment Requirements:

Must possess a current license to practice as a social worker, psychologist, counselor or therapist in New Mexico or eligibility for such licensure in accordance with New Mexico requirements. Must maintain a valid New Mexico Driver's License and must have own mode of transportation for daily client related travel. Pre-employment background investigation is required and some statewide travel is required.

Statutory Citation:

All applicants for this position must be licensed in accordance with the Social Work Practice Act, Sections 61-31-1 through 61-31-25 NMSA 1978, and 16.63.1 through 16.63.20 NMAC, as applicable; or

All applicants for this position must be licensed in accordance with the Professional Psychologist Act, Sections 61-9-1 thru 61-9-19 NMSA 1978, and 16.2.1 thru 16.22.29 NMAC, as applicable; or

All applicants for this position must be licensed in accordance with Counseling and Therapy, 61-9A-1 through 61-9A-30 NMSA 1978 and 16.27.1 through 16.27.20 NMAC, as applicable.

You must include your license or certificate number in the "License" section of the application form for this position.

Working Environment:

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

1. Click the [Apply Now] Button
2. Please apply by: **August 31, 2011**
3. Cutting and pasting a resume works best. You may also apply by completing the Work Experience section.
4. There are a series of questions that are different for every job. In order to receive full consideration for all your qualifications, be sure to answer all questions (do not skip any).
5. If you are a veteran or a disabled veteran, be sure to send your DD214 to: NM State Personnel Office, Applicant/Intake Section, 2600 Cerrillos Road, P. O. Box 26127, Santa Fe, NM 87505. If you receive confirmation of your veteran or disabled veteran status, please reapply for the position and indicate that you received confirmation. You will only need to submit your documents one time.
6. Remember there is no hard copy application. If you submit a resume directly to an agency and don't apply on-line, your application will not include the questionnaire answers for inclusion on the ranked list.

The agency contact for this position is: Carmela Alcon (505) 753-7191

In addition to applying on-line, send a copy of your resume and required transcripts/documents by the closing date of this posting to:

Carmela Alcon, COM
Rio Arriba County PSD
912 North Railroad
Espanola, NM 87532

If you do not receive an e-mail confirmation that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at 476-7777, before the closing of the position being applied for.

CERTIFICATE NO:

DATE ISSUED:

INTERVIEW DOCUMENTATION FORM

Instructions: Supervisor or interviewer complete by documenting efforts to contact applicant.

FRANCESCO

NAME OF APPLICANT: <i>Francesco Garcia</i>		CLASS TITLE: <i>CHS Sup</i>	SUPERVISOR/INTERVIEWER: <i>Personnel Officer</i>
		ACTIONS	RESULTS AND/OR COMMENTS
COLUMN A ATTEMPT TO CONTACT FOR INTERVIEW			
<input checked="" type="checkbox"/> BY PHONE TIME CALLED: <i>12:05pm</i> DATE CALLED: <i>9/1/2011</i> <input type="checkbox"/> BY MAIL OR TELEGRAM REGISTERED MAIL DATE SENT: <input type="checkbox"/> REGULAR MAIL <input type="checkbox"/> TELEGRAM		- Familiar with H.S. - Currently mentoring new H.S. worker - Previous SLP experience - Previous CPS experience - Great interview - Available, organized	
COLUMN B RESPONSE FROM APPLICANT			
<input type="checkbox"/> BY PHONE TIME: <i>12:05pm</i> DATE: <i>9/1/2011</i> <input type="checkbox"/> BY PERSON		<input type="checkbox"/> BY MAIL DATE SENT: RECEIVED: <input type="checkbox"/> BY TELEGRAM	
COLUMN C RESULT OF CONTACT <i>Available for interview 9/9/2011 @ 5:30AM</i>			
<input type="checkbox"/> DECLINED-NO LONGER AVAILABLE <input type="checkbox"/> DOES NOT WISH TO WORK FOR THIS AGENCY <input type="checkbox"/> NOT AVAILABLE FOR GEOGRAPHIC LOCATION <input type="checkbox"/> DECLINED THIS POSITION ONLY		TIME: DATE:	
COLUMN D RESULT OF SCHEDULED INTERVIEW			
<input type="checkbox"/> FAILED TO APPEAR <input checked="" type="checkbox"/> SELECTED <input type="checkbox"/> INTERVIEWED BUT NOT SELECTED			
SIGNATURE: _____		PERSONNEL OFFICER	DATE: _____
APPLICANTS NOTIFIED OF RESULT OF INTERVIEW:			
<input type="checkbox"/> BY MAIL DATE SENT: _____ <input type="checkbox"/> NOT NOTIFIED _____			
SIGNATURE: _____		DATE: <i>9/9/11</i>	
<i>Personnel Officer</i>		SUPERVISOR/INTERVIEWER	

Acknowledgment of Receipt and Understanding

Instructions: Employee—Complete form and submit to your supervisor. Keep the attached policies and SPB Memorandum for your use and future reference.
Supervisor—Make sure the form is complete and forward to your Division Administrator.
Service Area Administrator—Forward the completed form to ESS for inclusion in personnel file.

PART I: Basic Information (Please Print)

Employee Name:	Francisca Garcia-Quinta	Bureau:	CYFD	Division:	PSD
Employee ID#	321525				

PART II: Acknowledgment of Receipt and Understanding

I certify that I have received a copy of the following policy. I understand that it is my responsibility to read and comply with the contents of this document. I further understand that if I violate any of the policy, I am subject to discipline in accordance with CYFD policies, up to and including dismissal.

- CYFD, HRA, Part 12, Domestic Violence and the Workplace

PART III: Employee Signature

Employee Signature		Date
		11-23-10

PART IV: Comments

The online web courses are great. Saves time and money.

**PERSONNEL ACTION REQUEST
EMPLOYEE SUPPORT SERVICES**

Children, Youth & Families Department



For Agency Use Only: SMART

PAR # (s): 32630

Analyst: Stella Sweeney

Revised 09/28/2006

Date Rec'd ESS

NOV

Effective Date of Action: 11/13/10

Section 1 – Employee/Position Information

Employee Name	National ID (SSN)		Employee ID	Work Schedule	
Garcia-Quintana, Francisca			321525	M-F 8 to 5	
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title	Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-O	B9151O	I-HS Practitioner	65	\$20.54	1.00
Current Department Number		Current Perm #	Current Org Level	Current Location	Current Position Status
5040010000		8989	G	Espanola	Perm
New TOG or Manager Group Title	New Job Class Code	New Working Title	New Pay Band	New Pay Rate	New Compa Ratio
New Department Number		New Perm #	New Org Level	New Location	New Position Status

Section 2 – Type of Action Requested for Employee or Position

Employee

- Hire (Retiree Reemployment? Yes No)
- In-Grade Hire
- Promotion
- Class Reduction
- Transfer: From _____ To: _____
- Resignation
- Retirement
- Other (Please specify in "Remarks")

Position

- Advertise Position/Request Employment List
- Create Position
- Delete Position
- Transfer Position
- Location Change
- Tool Number Change
- Reclassify Position (Include PAQ)
- Other (Please specify in "Remarks")

Remarks: Multi-Lingual Pay Differential approved.

Section 3 – Requestor and Authorization

Supervisor Name & Signature	Telephone Number	Title	Date
Middle Manager Review Name & Signature Carmela Alcon	Telephone Number (505) 753-7919	Title COM	Date 11/10/10
Division Review & Signature Trish Ortiz	Telephone Number 827-8452	Title HR Coordinator	Date 11/10/10
Employee Support Representative Review & Signature Bonnie Madrid	Approval to proceed with request: NO YES		Date: 11/15/10

Employee Support Services Use Only

FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Benefits Elig? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date <u>11/15/10</u>	Initials <u>AS</u>	Bargaining Unit Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No (Send copy to Labor Retiree ReEmployment?) <input type="checkbox"/> Yes <input type="checkbox"/> No Relations Rep.)
Action	Reason	Date	Initials	Remarks:
Action	Reason	Date	Initials	Copy to Payroll/Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: Retro Pay Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Retro Start Date:

SPO Use Only

Date logged _____

Date agency notified _____

**New Mexico State Personnel Board
Temporary Recruitment/Retention
Differential - FY11**

(This pay mechanism does NOT count toward PERA contributions.)

**Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)**

Business Unit Name and Code: CYFD Protective Services (690-50)

HR contact: Bonnie Madrid	HR tel number: 827-7945	HR e-mail address: Bonnie.Madrid@state.nm.us
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Requested by supervisor/manager: Carmela Alcon	Tel Number: (505) 753-7191
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Current Information

EMPLOYEE: Francisca Garcia-Quintana	Employee ID: 321525
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Classification: Soc/Com Sv Coord-O (I-HS Practitioner)	Pay Band: 65	Bargaining Unit Covered Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Position #: 8989	OL#: 5040010000	Hourly salary: \$20.54	Compa-ratio: 1.00
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Proposed Information

Dollar amount of TRD: \$.10	Percent of TRD: % Percentage calculated on base pay.
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Begin and end dates for TRD (cannot exceed 2 years):	Begin <u>11/13/10</u>	End <u>until position is vacated</u>
--	-----------------------	--------------------------------------

NMAC 1.7.4.13..A Temporary Recruitment/Retention Differential

The director may authorize, in writing, a pay differential of up to fifteen percent (15%) of an employee's base pay to an employee who fills a position which has been documented as critical to the effective operation of the agency and has been demonstrated and documented to be a severe recruitment problem for the agency.

(1) A differential authorized under this provision shall be tied to the position and may not transfer with the employee should the employee leave that position. Payment of this differential shall be separate from the employee's base salary. Agencies shall demonstrate to the office, at least biennially, the circumstances which justified the differential to determine the necessity for its continuance.

(2) A differential of more than fifteen percent (15%) of an employee's base pay or a total salary (base pay plus differential amount) that exceeds the maximum of the pay band may be authorized if approved by the director.

NMAC 1.7.4.7 B "Appropriate placement" means those elements to be considered in determining pay upon hire, promotion, transfer or reduction including the employee's education, experience, training, certification, licensure, internal pay equity, budgetary availability and, when known and applicable, employee performance.

Compa-ratio means pay expressed as a percentage of the midpoint of a pay band.
(To calculate divide hourly salary by the midpoint of the pay band)

Section 2: RATIONALE FOR PROPOSED ACTION(to be completed by Agency Personnel)

Please describe the recruitment/retention difficulties related to geographic location, market and/or unusual or extreme working conditions.

Pursuant to Article 12, Section 10, Multi-Lingual Pay, of the agreement between the State of New Mexico and American Federation of State, County and Municipal Employees - New Mexico Council 18: employers may designate multi-lingual employees to perform the duties of facilitating communications with members of the public. Such assigned employees are entitled to a differential in the amount of \$0.10 per hour.

Section 3: RECRUITMENT/RETENTION HISTORY FOR THIS POSITION OR POSITIONS IN THE SAME CLASSIFICATION (to be completed by Agency Human Resources)

N/A - this is not for the purpose of requesting a Temporary Recruitment/Retention Differential.

- Turnover history for this position or position group provided by agency indicates significant recruitment/retention issues.
- Vacancy history for this position or position group provided by agency indicates significant recruitment/retention issues.
- Reason person will be difficult to replace.
- How person's absence will significantly impact agency business mission and operations.

Section 4: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name): Carmela Alcon, COM	Date: 11/8/10
Acting PSD Director Signature: Jared Rounsville	
Acting ASD Director Signature: Rick Crespin	Date: 11/8/10

Section 5: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:

Ms. Garcia-Quintana has met all the criteria to receive the Multi-Lingual Pay differential per CYFD policy 4.8.

Acting HR Manager (Print Name): Bonnie Madrid	<input checked="" type="checkbox"/> Approval
HR Manager Signature: <i>Bonnie Madrid</i>	<input type="checkbox"/> Approval of alternate salary of \$ _____ Compa/ratio _____
Date: 11/8/10	<input type="checkbox"/> Disapproval

For State Personnel Office Use ONLY

Reviewed by:	Date:
Approved by:	Date:
Notes (as needed)	

**NM State Personnel
Multi-Lingual Pay Certification Form**

Date - September 20, 2005

Employee Name: Francois Garcia - Junta DEPT Number: 5400/0000

Perm Number: 8989 Position Classification: I-HS Prntificnwr

Pursuant to Article 12, Section 10, Multi-Lingual Pay, of the Agreement Between the State of New Mexico and American Federation of State, County and Municipal Employees – New Mexico Council 18, which states "in facilities or offices where it is deemed necessary to have on staff multi-lingual employees to facilitate communications with members of the public, and employees on staff assigned to the facility are available and capable of fulfilling such need, the Employer may designate a sufficient number of employees in the assigned work force to perform such duties and such employees shall be entitled to a differential in the amount \$0.10 per hour," I certify the above identified employee:

1. When necessary facilitates communication between English and non-English speaking members of the public; and
2. Is sufficiently proficient and available to provide such facilitation during the normal course of the workday; and
3. Is covered under the terms of the Agreement referenced above and is therefore eligible for the \$0.10 per hour multi-lingual pay differential; and
4. Will receive this differential only for as long as the employee remains in this position, continues to facilitate multi-lingual communication successfully and such multi-lingual communication needs continue; and
5. Will not be implemented in a manner that violates the CBA.

The multi-lingual pay differential will begin the first day of the pay-period following this fully executed certification.

Bureau Chief/ Director Certification

Jared Kounsville 11/8/10
Signature Date

Employee Certification

Francois Garcia - Junta 11-4-10
Signature Date



Request for Alternative Work Arrangements

Employee Information:

Name: <u>Francisca Garcia-Quintana</u>	Job title: <u>IHS Practitioner</u>
Supervisor Name: <u>Carmela Alcon</u>	Job entry date: <u>11-1-10</u>
Last evaluation date:	Last evaluation overall rating:

Request Information:

Flexible Work Schedule, start date: 11-2-10

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hours			<u>7:30-4:00</u>	<u>7:30-4:00</u> <u>1/2 hr lunch</u>	<u>7:30-4:00</u> <u>1/2 hr lunch</u>	<u>7:30-4:00</u> <u>1/2 hr lunch</u>	<u>7:30-4:00</u> <u>1/2 hr lunch</u>
Telework, start date:	<u>1/2 hr lunch</u>						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	

Employee signature: I have read the Alternative Work Arrangements policy, CYFD HR Policy and Procedures section 2.6 and I agree to comply with all provisions. Attached are my completed self-assessment, position assessment and work space certificate (for Telework only).

Francisca Garcia-Quintana

11-2-10

Signature

Date

Francisca Garcia-Quintana

Printed name

Employee ID

Supervisor evaluation:

I have reviewed the position and employee assessment criteria and the needs of CYFD.

- Employee Assessment (Telework and Flexible Work Schedule)
- Position Evaluation (Telework and Flexible Work Schedule)
- Workspace Certificate (Teleworking only)

Based on the review of this documentation and a discussion with the employee, I have determined that the alternative work arrangements:

Flexible Work Schedule
Teleworking

On Air Approved
Approved

Denied
Denied

NA
NA

Carmela R. Alcon

Signature

Carmela R. Alcon

Printed Name

11-2-10

Date

106314

Employee ID

If approved by the supervisor for Flexible Work Schedule, this form is forwarded to human resources for filing in the personnel file.

If approved by the supervisor for Telework, this form and the Telework Agreement are to be forwarded to the Division Director for review and final approval.

If request for alternative work arrangements is denied by the supervisor, comments outlining the reason(s) for the decision are to be documented below and the request is to be returned to the employee. This decision is final and is not appealable, grievable or subject to review.

Division Director or designee evaluation:

I have reviewed the employee's position, the supervisor's recommendation and the proposed Teleworking Agreement.

Based on this review, I have determined that the Teleworking Agreement should be:

Approved Denied.

Signature

Date

Print Name

If approved, this form and the proposed Teleworking Agreement are to be returned to the supervisor for signature. A copy is provided to the employee and the supervisor and the original is forwarded to human resources with the supporting documentation for filing in the personnel file.

If the request for alternative work arrangements is denied, comments outlining the reason(s) for the decision are to be documented below and the request is to be returned to the employee. This decision is final and is not appealable, grievable or subject to review.

Comments:



Request for Alternative Work Arrangement: Employee Assessment

Employee name: Francisca Garcia-Quintana Date: 11-1-10

The purpose of this assessment form is to facilitate a discussion between the employee and the supervisor regarding the likely success of an employee requesting alternative work arrangements (telework or flexible work schedule). Consider this assessment with the other documentation.

Question	Self Rating (circle one)	Mgr Agree (Circle one)
Are you able to meet your own deadlines? Are you self-motivated, self-disciplined, and able to work independently; can you complete projects on time with minimal supervision and feedback; and are you productive when no one is checking on you or watching you work?	Always Usually Sometimes Not Really	Yes No
Do you have strong organizational and time mgt skills; are you results oriented; will you remain focused on your work while at another location or without supervision and not be distracted; do you manage your time and workload well, solve many of your problems and find satisfaction in completing tasks on your own; and do you keep your sights on results?	Always Usually Sometimes Not Really	Yes No
Are you comfortable working alone; can you adjust to the relative isolation of working off primary worksite or outside of normal business hours?	Yes No Not Really	Yes No
Are you knowledgeable about CYFD procedures and policies; do you have well-established work and communication networks at the primary work location?	Yes No Not Really	Yes No
Do you have an effective working relationship with coworkers and have you determined how to provide support and in-office communication to coworkers? Have you evaluated the effect of your telework days on the primary work location?	Yes No Not Really	Yes No
Have you demonstrated an ability to be flexible about work routines and environments; and are you willing to come to the primary work location on a scheduled telework day or during regularly scheduled flex time if needed by your supervisor, co-workers or customers?	Yes No Not Really	Yes No
Do you communicate well with your supervisor and co-workers; are you able to express needs objectively and develop solutions; and have you developed ways to communicate regularly with your supervisor and co-workers that you can utilize when not at the primary work location or during normal business hours?	Yes No Not Really	Yes No
Current job performance is a strong indicator of your potential success in an alternative work arrangement. Consider how any problems or developmental needs might affect your alternative work arrangement experience. Are you successful in your current position? Do you know your job well?	Yes No Not Really	Yes No

Manager Name: Leannula Oer Date: 11-2-10



Request for Alternative Work Arrangements: Position Evaluation

Employee Name: Francisca Garcia-Quintana Date: 11-1-10

What is your working title? IHS Practitioner

The purpose of this form is to determine through discussion with your supervisor if you have the right job for alternative work arrangements such as telework or flexible work schedule. Please consider these questions in terms of *regularly* being performed at a remote location or at times that are outside normal business hours rather than *occasionally* being performed under an alternative work arrangement.

Question	Employee Assessment	Manager Assessment
Job responsibilities can be arranged so that there is no difference in the level of service provided to the customer.	Yes No	Yes No
Minimal requirements for direct supervision or contact with the customer	Yes No	Yes No
Low face to face communication requirements with the ability to arrange days when communication can be handled by telephone or email	Yes No	Yes No
Minimal equipment requirements	Yes No	Yes No
Ability to define tasks and work products with measurable work activities and objectives (see below)	Yes No	Yes No
Ability to control and schedule work flow	Yes No	Yes No
Low impact on other workers in the primary workplace	Yes No	Yes No

Which job duties will be performed? What are the deliverables?

Schedule 7:30-4:00pm. ½ hour lunch. Documentation, communication with clients and providers, home-visits, FACTS work.

Manager: Carmella O Date: 11-2-10
Approved: Yes No

PERSONNEL ACTION REQUEST EMPLOYEE SUPPORT SERVICES

Children, Youth & Families Department



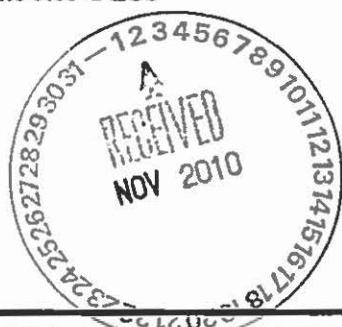
For Agency Use Only: SMART

PAR # (s):

Analyst:

Revised 09/28/2006

Date Rec'd ESS



Effective Date of Action: 10/30/10

Section 1 – Employee/Position Information

Employee Name		National ID (SSN)	Employee ID	Work Schedule	
FRANCISCA GARCIA-QUINTANA			321525	M-F 8-5	
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title	Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-O	B91510	I-HS PRACT	65	20.54	1.00
Current Department Number	Current Perm #	Current Org Level	Current Location	Current Position Status	Current Sort Code
5040010000	8989	G	Espanola	PERM	5105 ✓
New TOG or Manager Group Title	New Job Class Code	New Working Title	New Pay Band	New Pay Rate	New Compa Ratio
New Department Number	New Perm #	New Org Level	New Location	New Position Status	New Sort Code

Section 2 – Type of Action Requested for Employee or Position

Employee

Hire (Retiree Reemployment? Yes No)

- In-Grade Hire
 Promotion
 Class Reduction
Transfer: From _____ To: _____
 Resignation
 Retirement
Other (*Please specify in "Remarks"*)

Position

- Advertise Position/Request Employment List

Create Position

Delete Position

Transfer Position

Location Change

Tool Number Change

Reclassify Position (Include PAQ)

Other (Please specify in "Remarks")

Remarks:

Section 3 – Requestor and Authorization

Supervisor Name & Signature Sarah Osborn	Telephone Number 505-753-7191	Title I-HS Supervisor	Date
Middle Manager Review Name & Signature Carmela Alcon	Telephone Number 505-753-7191	Title COM	Date 10/29/10
Division Review & Signature Trish Ortiz	Telephone Number 505-827-8452	Title HR Coordinator	Date 11/2/10
Employee Support Representative Review & Signature Johnna Madrid	Approval to proceed with request: NO YES		
	Date: 11/4/10		

Employee Support Services Use Only

FLSA Status:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	Bargaining Unit Eligible? <input checked="" type="checkbox"/>	Yes	No (Send copy to Labor Relations Rep.)
Benefits Elig?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Retiree ReEmployment? <input checked="" type="checkbox"/>	Yes	No
		Date 11/9/10	Initials <i>[Signature]</i>	Remarks:	
Action	Reason	Date	Initials	Copy to Payroll/Benefits?	Retro Pay Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Date:	Retro Start Date:
Action	Reason				

SPO Use Only

New Mexico State Personnel Board In Grade Hire - FY11



Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)

Business Unit Name and Code: Children, Youth & Families Department(690)

HR contact: Bonnie Madrid	HR tel number: 827-7945	HR e-mail address: Bonnie.Madrid@state.nm.us
Requested by supervisor/manager: Carmela Alcon	Tel number: (505) 753-7191 ext. 1076	
EMPLOYEE: Francisca Garcia-Quintana	SSN:	Employee ID: 321525
Classification: Soc/Com SV Coord-O (I-HS Practitioner)	Pay Band: 65	Bargaining Unit Covered Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position #: 8989	OL#: 5040010000	Effective date: 10/30/10
Hourly salary: \$ 20.54	Annual: \$42,723.20	Compa-ratio: 1.00

Proficiency Zone

- Associate Zone (training/learning job): to 81.4%
 - Independent Zone (fully competent in job): 81.5-115.0%
 - Principal Zone (contribution significantly beyond the norm in job): 115.1% & above

Entrance Salary, Subsection A of 1.7.4.12 NMAC

A. Upon entrance to a classified position, a newly-appointed employee's salary, subject to budget availability, should reflect appropriate placement within the pay band. Any entrance salary in the principal contributor zone must receive approval from the director prior to appointment.

DEFINITIONS, Subsection C of 1.7.4.7 NMAC

C. "Appropriate placement" means those elements to be considered in determining pay upon hire, promotion, transfer or reduction including the employee's education, experience, training, certification, licensure, internal pay equity, budgetary availability and, when known and applicable, employee performance.

Compa-ratio means pay expressed as a percentage of the midpoint of a pay band.
(To calculate divide hourly salary by the midpoint of the pay band)

Section 2: RATIONALE FOR THE SALARY PROPOSED (to be completed by Agency Personnel)

JRQS:	Candidate's Qualifications:
Education: Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology, Criminology from an accredited college/university.	Education: Master's Degree in Social Work
Experience: One (1) year experience in Social Work, Psychology, or Guidance and Counseling.	Experience: Years <u> 9 </u> Months <u> 3 </u> Supervision: Years _____ Months _____ Management: Years _____ Months _____
Licensure: Must possess a current license in the State of NM as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC or LMFT.	Licensure: LMSW Lic #M-04859

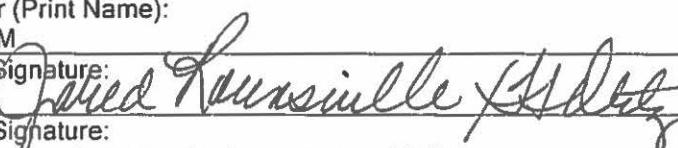
Please describe how the candidate's education/experience relative to the established Job Related Qualification Standards (at full competence/midpoint level, 100% compa-ratio) supports the compa-ratio and proficiency zone being proposed.
 In Grade Hire pay analysis targets pay based upon *anticipated* performance. The goal is to determine the appropriate pay, relative to midpoint, based upon the anticipated performance level of the candidate's education, experience and other selection criteria.

The JRQS for this position are a Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology, Criminology from an accredited college/university and one (1) year experience in Social Work, Psychology, or Guidance and Counseling. Candidate must also be licensed in the State of NM as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC or LMFT.

Ms. Garcia-Quintana has a Master's Degree in Social Work and is licensed at the LMSW level. She has over 17 years experience with direct client contact, with one year being as an Investigations Worker in the Rio Arriba County PSD office. She is knowledgeable of the type of clients we serve here at CYFD as she previously worked as an Investigations Worker for one year and has contacts with a great number of service providers that are utilized by CYFD. Ms. Garcia-Quintana is bilingual and can communicate well with the large Spanish speaking population here in Rio Arriba which will be a great asset in her new position as In-Home Services Practitioner.

The PS salary matrix was utilized in determining the requested salary. Based on this candidate's education and experience, it is anticipated she will perform the duties of this job in the Independent Zone.

Section 3: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name): Carmela Alcon, COM	Date:
Acting PS Director Signature: Jarod Rounsville	 10/21/10
Acting AS Director Signature: Rick Crespin (see attached pre-approved MFD)	Date:

Section 4: INTERNAL COMPARISON (to be completed by Agency Human Resources)

Internal Comparison: List the employees in the same Classification to whom this employee should be compared.

Name(s)		Hourly Salary	TRD (if applicable)	Total Salary	Education	# years related experience
Candidate	Francisca Garcia-Quintana	\$20.54		\$20.54	LMSW	9 years 3 mos.
Employee	Kathryne Lim	\$19.56		\$19.56	LMSW	5 yrs 10 mos.
Employee						

Section 5: REQUIRED DOCUMENTATION/VERIFICATION (to be completed by Agency Human Resources)

Yes	No	Required Documentation
X		Is a copy of the Job Related Qualification Standards/Job Order Form attached?
X		Is a copy of the candidate's application/resume attached?

Section 6: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:

The proposed salary is based on Ms. Garcia-Quintana's education, experience, and the PS salary matrix. A compa-ratio of 1.00 is warranted.

Acting HR Manager (Print Name):

Bonnie Madrid

Acting HR Manager Signature: *Bonnie Madrid*

Date: 10/27/10

Approval

Approval of alternate salary of \$ _____ Compa/ratio _____

Disapproval

For State Personnel Office Use ONLY

Reviewed by:

Date:

Approved by:

Date:

Notes (as needed)

Protective Services
Matrix for In-Grade Hires
Social & Community Service Coordinator Positions
Effective 3/10/07

Experience	0-1 Year	1-2 Years	2-4 Years	4-6 Years	6-10 Years	10+ Years
Education	0-1 Year	1-2 Years	2-4 Years	4-6 Years	6-10 Years	10+ Years
LISW or Ph.D in Related Field	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71 65 - \$19.56 70 - \$21.80	60 - \$18.60 65 - \$20.54 70 - \$22.89	60 - \$19.48 65 - \$21.52 70 - \$23.98	60 - \$20.37+ 65 - \$22.40+ 70 - \$24.87+
LMSW or Licensed Masters	60 - \$16.47 65 - \$18.19 70 - \$20.28	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71 65 - \$19.56 70 - \$21.80	60 - \$18.60 65 - \$20.54 70 - \$22.89	60 - \$19.48+ 65 - \$21.52+ 70 - \$23.98+
LBSW or MSW (non-licensed)	60 - \$15.94 65 - \$17.60 70 - \$19.62	60 - \$16.47 65 - \$18.19 70 - \$20.28	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71 65 - \$19.56 70 - \$21.80	60 - \$18.60+ 65 - \$20.54+ 70 - \$22.89+
Related degree (lic. or masters) or BSW (non-licensed)	60 - \$15.06 65 - \$16.63 70 - \$18.53	60 - \$15.94 65 - \$17.60 70 - \$19.62	60 - \$16.47 65 - \$18.19 70 - \$20.28	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71+ 65 - \$19.56+ 70 - \$21.80+
Related Degree – Bachelor's Level	60 - \$14.17 65 - \$15.65	60 - \$15.06 65 - \$16.63	60 - \$15.94 65 - \$17.60	60 - \$16.47 65 - \$18.19	60 - \$16.83 65 - \$18.58	60 - \$17.18+ 65 - \$18.97+

Full Credit Experience = Protective Services Social Work; Note: full credit will be given for related social work, psychology, and guidance and counseling if indicated on the posted JRQS as required experience.

1/2 credit = other social work or related experience, i.e., guidance & counseling, psychology, domestic violence, juvenile probation, mental health, community based services, teaching/education, community/center child care, and foster parenting.



Francisca "Pancha" Garcia-Quintana, LMSW

112.5mos = 9 yrs. 3 mos
W/ LMSW = \$ 20.54

EDUCATION

- 5/1993 Graduate of Escalante High School, Tierra Amarilla, N.M.
 8/93-12/96 Attended N.N.M.C.C. and graduated with High Honors with Associate Degree in Human Services.
 1/97-5/99 Attended Highlands University and Graduated Magna Cum Laude with Bachelors Degree in Social Work.
 5/00-5/01 Attended Highlands University and Graduated with a Masters Degree in Social Work.
 9/01 Passed State Licensure and received license (LMSW).

WORK EXPERIENCE

- 5/94-current Step-parent of step daughter and step sons.

- 7/18/95- current Parent of daughter.

D

- 8/19/98- current Parent of daughter.

D

- 7/24/09 - current Parent of son.

D

- 1/95-5/99 In partnership with 2 other women, I helped start a Student Outreach Program at Northern New Mexico Community College in order to assist fellow students who were struggling with daily life issues access services and community assistance to help with daily struggles to succeed academically in college such as child care issues, financial issues, mental health and substance abuse issues, lack of support, etc. I served as Vice President for 1 year.

- 3/96-1/01 Completed the Santa Fe Rape Crisis Advocate Training and in partnership with 3 other women, we began a grassroots organization called NO MAS in which I served as a Rape Crisis Advocate for 5 years. I served as an on-call basis to respond to State, City, County, and Tribal police departments, Crisis Center of Northern New Mexico, and Espanola Hospital to assist rape victims thru the rape kit process, assist in advocacy and empowerment of the victim, locating clothing for the victim and support the victim thru the process and obtaining orders of protection, etc. I attended court with the victim, as requested by the victim. Trained local police department officers in the different forms of rape/abuse and the procedures for contacting advocates. I acquired donations from local businesses and the community to purchase cell phones for advocates and did public service announcements via radio regarding the services and rape awareness. I responded frequently to crisis calls at Espanola Hospital and assisted victims thru the court and therapy process to become survivors. I received a certificate from Secretary of State Stephanie Gonzales for exemplary dedication and service in enhancing the quality of life among all people in the Land of Enchantment July 25, 1998 and a certificate from Governor Gary Johnson for dedication and commitment to my fellow New Mexicans as an example of the ability of citizens to improve their communities in an effective and enabling way on July 25, 1998. This work led to the opening of the Espanola Branch of the Santa Fe Rape Crisis Center and was named NO MAS.

- 1995-1996 Internship @ Vistas Del Sol, Tierra Amarilla, N.M. Completed 150 hours of experience working with the mentally ill and elderly. Duties included case management, referrals, teaching daily living skills, documentation, client assessments, and providing client transportation.

- 1996-1997 Las Cumbres Learning Center. Duties included working with emotionally disturbed children ages 6-12 in the therapeutic after-school program.

- 1998-99 Internship at St. Francis Academy. Completed 480 hours. Duties included Behavioral Management with children ages 3-18 who are severely emotionally disturbed, have learning disorders, developmental disabilities.

12 mos el 1/01
18 mos

Francisca "Pancha" Garcia-Quintana, LMSW

- 7 gruelaps fine*
- and staff. Facilitated 8 week "Girls' Circle" groups for 6th grade girls at TEQ Sombrillo Elementary. Coordinated weekly grief groups and one to one mentoring with students in partnership with Northern New Mexico College Service Learning Program/Mentoring Program.
- 4/08-7/08 Contracted with RA HHS to hold two Community Health Fairs. One held in the Northern region of RA and one was held in the Southern Region of RA County. Contract completed. *gruelaps fine*
- 7/06-3/09 Contracts with Rio Arriba County/Rio Arriba Juvenile Justice Board to facilitate "Girls' Circle" groups *3 JMOSE* *HOMES* for girls currently on formal and/or informal probation with Rio Arriba Juvenile Probation Office. Groups are held once a week for 1 hour 45 minutes (8 sessions) at Rio Arriba Juvenile Probation Office. Coordinated prog.
- 8/09-8/10 State of NM Children's Youth and Families Department-Child Abuse Investigator. Investigate parents and caregivers in relation to Child Abuse. Interviews, documentation, FACTS database input. Worked closely with various social and community service programs. Worked closely with Law Enforcement and the Courts. *HOMES* *OK*
- 8/10-9/10 Career Counselor at Espanola Valley High School. Assisted students in career planning, scholarship searches, financial aid, college applications, ACT testing, scholarship essays, college/career fairs, counseling, class presentations, credit checks, transcripts, and starting up a career center at the high school. *12 mo* *11/2 ce* *15 mo*

WORKSHOPS

- *Completed 72 hour Crisis Intervention Training at La Clinica Del Pueblo, Tierra Amarilla, N.M.
- *Completed 32 hour Rape Advocacy training at Santa Fe Rape Crisis Center.
- *Various Play Therapy and Family Therapy Conferences @ N.N.M.C.C.
- *Trained in Crisis Prevention Intervention (CPI).
- *Trained in conducting CFARS Assessment.
- *Trained to conduct Substance Abuse Subtle Screening Inventory (SASSI)
- *Trained in Variance Reporting and Critical Incident Reporting.
- *Trained in PE/MOSSA and HIBAC
- *Completed "Girls Circle" Facilitator Training and "Girls Circle Advanced Facilitator Training"
- *Attended 2009 NASW Conference

Civic Participation

- *Vice President of Student Outreach Organization at NNMCC from 1995-96
- *9/01-3/03 Secretary of Rio Arriba County 4-H Advisory Committee
- *9/01-3/03 Northern New Mexico Grief Support Center: Hogar de Paz Board Member
- *9/01-3/03 Safe Kids of Rio Arriba Board Member and Secretary
- *6/02-1/03 Facilitator of Northern Rio Arriba Health Coalition in Tierra Amarilla, NM
- *2/02-3/03 Secretary of Espanola Suicide Awareness Coalition
- *2001-03 Received numerous certificates of appreciation from community based partners to include assisting the R.A. County DWI program in reducing DWI in 2002 as well as assisting the R.A. 4-H Program.
- *4/03-9/05 Secretary of the Rio Arriba County Juvenile Justice Board
- 2003-2006 *Community Partner with Northern New Mexico College Service Learning Program. Attended workshop in Washington, DC in 2003, organized partnership to bring mentors into schools in 2006 and invited to be guest speaker at NNMC service learning banquet.

Supplemental Experience

- *Volunteer rape advocate for the Crisis Center of Northern New Mexico and No Mas from March 1996 to January 2001. I was one of three other women to begin the Northern New Mexico branch of the Santa Fe Rape Crisis Center, known as No Mas in Espanola. Grass roots community organization of program and collaborated with the Santa Fe Rape Crisis Center, trained Espanola hospital emergency room staff on procedures, set up referral process, training of local law enforcement agencies and Northern New Mexico Crisis Center, fund raised and approached local businesses for assistance with cell phone purchases for on-call advocates.
- *I have experience with office setting and equipment. I type 60 words a minute, and I have very good computer and social skills. Knowledgeable in Microsoft Word and Microsoft Excel.

Francisca "Pancha" Garcia-Quintana, LMSW

and behavioral disturbances. Work was conducted in the home, classroom, and special education departments with the children and families. I was then hired.

1/1999-12/2001 Treatment Foster Care Coordinator (TFC)/Supervisor at St. Francis Academy in Espanola, NM. Duties included case management, treatment planning, supervision of treatment foster parents and TFC staff, billing, home visits, documentation, supervising visitations with children and biological families, permanency planning, obtaining and tracking billing authorizations of all TFC staff, etc. I work with Severely Emotionally Disturbed (SED) children, learning disorders, and children with various developmental disabilities and behavior disorders ages 6-18, as well as with the treatment families and biological families.

1/01-9/01 Case Manager of Residential Services/Care Coordinator at St. Francis Academy. Duties included ongoing supervision of TC staff and foster parents, supervising all organizational staff billing authorizations, mental health assessment and diagnosis of youth ages 12-18 and their families. Assessed male juveniles at detention center for placement in the RTC. Assisting families with the Medicaid process/applications, obtaining authorizations for service provision from Medicaid and CYFD panel, documentation, maintaining records, case file auditing, documentation, assuring State Licensing Standards were met and updated, conducting training for TFC parents/staff, and Case Management. Care Coordination duties included training to monitoring staff training activities, insuring compliance with organizational policies and certificate standards, maintaining current knowledge of all funding sources, clinical standards (to include CYFD, JACHO, and HMO's), monitoring staff productivity, served as Performance Improvement Coordinator, record review, risk management, program quality assurance, and conducted internal investigations.

9/01- 3/03 Rio Arriba Maternal and Child Health Council Director. Duties include administration of the Rio Arriba Maternal and Child Health Council (RAMCHC) including budget and reporting requirements, convening the RAMCHC on a monthly basis, carrying out approved and assigned tasks of the RAMCHC and responsible for timely preparation and distribution of minutes to all council, keeping RAMCHC records, maintaining close contact with state agencies and other RAMCHC agencies regarding RAMCHC funding and activities, reporting to the Director of Health and Human Services in HHS Team, reducing duplication of health care efforts in Rio Arriba, increasing collaboration, presenting to Rio Arriba County Commissioners, recruitment of council members, council orientations, health planning, advocacy on behalf of Rio Arriba County women, children, and their families, and coalition building, and grant writing.

1/04- 2/05 Completed contract with North Central Community Based Services in Chama, N.M. Providing Mid-Level Family Preservation services for families who have been re-unified with their children after removal by CYFD or who are at risk of their children being removed from their homes.

1/04-2/05 Completed contract with Children, Youth, and Families Department to train foster parents utilizing the PRIDE Curriculum in Taos.

7/05-7/05 Contracted with Rio Arriba Juvenile Justice Board in partnership with Espanola Public Schools to Create the Espanola Public Schools district wide Guidelines to Truancy Prevention and Attendance Manual/Policy. Contract completed.

3/03-8/09 Espanola Public Schools as a Family and Youth Resource Coordinator. Duties include administrative duties of truancy prevention program and family and youth resource Program. Supervision of attendance policies and procedures with all school staff, tracking truant student, conducting home visits, assessing reasons for truancy, coordination meetings with parents, students, school staff, community and school based providers to resolve issues of truancy, meeting regularly with the Rio Arriba Juvenile Justice Board and Espanola Public School administrators/school board members, collaborating and making referrals to local community based services to include Juvenile Probation, Children's Court, Magistrate Court, Children Youth and Families Department, Income Support Division, local mental health organizations, services for accessing basic needs, transportation services, health services, etc. Collaborating and making referrals to school based services, to include the school nurse, principal, school counselor, special education department, tutoring services, etc. I also process referrals with student displaying behavioral and/or mental health issues. Conduct meetings with student and families to discuss behavior and/or mental health issues and process referrals for needed community or school based services mentioned above. Other duties include grant management/reporting, creating program materials in English and Spanish, to include Espanola Public Schools Truancy Prevention Manual, training school staff, creating programmatic brochures/flyers, and distributing health related educational materials for students, parents,


«Francisca "Pancha" Garcia-Quintana, LMSW»

*I enjoy working with organizations, coalitions, community members, children, youth and families, and I am very good at establishing positive relationships.

*5 week Child Abuse Investigator CORE training completed in Albuquerque NM at the Children Youth and Families Dept. office Sept.-Dec. 09.

*July 2010-1 week in auditing CYFD cases at the San Mateo and Lamberton office.

State of New Mexico
Regulation & Licensing Department
Board of Social Work Examiners



THIS IS TO CERTIFY THAT

Francisca Loyola García

LICENSE NO. M-04859

Having complied with the provisions of the Professional Social Work Act is
hereby granted a license to practice

Licensed Masters Social Worker

ISSUE DATE: 09/11/2001

DATE EXPIRES: 07/01/2011

THIS CERTIFICATE MUST BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS.

NOTICE OF VACANT POSITION



Job Title: SOC/COM SV COORD-O – In-Home Services Practitioner (8989)
Job ID: 23937
Location: Espanola
Full/Part Time: Full-time
Regular/Temp: Regular PERM State

Salary:

The salary range for this position is \$14.68 min to \$26.11 max hourly (pay band 65). Offered salary is determined based on education and experience.

Agency Mission & Description:

CYFD believes in the strengths and resiliency of families who are our partners and for whom we advocate to enhance their safety and well-being. We respectfully serve and support children and families and supervise youth in a responsive community-based system of care that is client-centered, family-focused, and culturally competent.

Purpose of Position:

Incumbent will provide in-home services for Protective Services clients.

Educational Requirements:

A Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university is required for this position. The hiring agency may accept SPO authorized equivalencies for the required education field listed for this position.

Please enter your education level on the Education page of the application even when submitting a resume.

Experience:

One (1) year experience in Social Work, Psychology, or Guidance and Counseling is required for this position.

Employment Requirements:

Must possess a current license in the State of NM as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC or LMFT. Must maintain a valid or New Mexico Driver's License and must have own mode of transportation for daily client related travel. Pre-employment background investigation is required. Some statewide travel is required.

Bargaining Unit Position:

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Statutory Citation:

All applicants for this position must be licensed in accordance with the Social Work Practice Act, Sections 61-31-1 through 61-31-25 NMSA 1978, and 16.63.1 through 16.63.20 NMAC; or

must be licensed in accordance with the Professional Psychologist Act, Section 61-9-1 through 61-9-19 NMSA 1978, 16.22.29 NMAC, as applicable.

You must include your license or certificate number in the "License" section of the application form for this position.

Working Environment:

Work is primarily in an office setting, client homes, or institutions. Risk of injury from hostile clients is possible.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

1. Click the [Apply Now] Button
2. Please apply by: **September 16, 2010.**
3. Cutting and pasting a resume works best. You may also apply by completing the Work Experience section.
4. There are a series of questions that are different for every job. In order to receive full consideration for all your qualifications, be sure to answer all questions (do not skip any).
5. If you are a veteran or a disabled veteran, be sure to send your DD214 to: NM State Personnel Office, Applicant/Intake Section, 2600 Cerrillos Road, P. O. Box 26127, Santa Fe, NM 87505. If you receive confirmation of your veteran or disabled veteran status, please reapply for the position and indicate that you received confirmation. You will only need to submit your documents one time.
6. Remember there is no hard copy application. If you submit a resume directly to an agency and don't apply on-line, your application will not include the questionnaire answers for inclusion on the ranked list.

The agency contact for this position is: Carmela Alcon (505) 753-7191.

In addition to applying on-line, send a copy of your resume and required transcripts/documents by the closing date of this posting to: Carmela Alcon, COM, Rio Arriba County Protective Services Division, 912 North Railroad, Espanola, NM 87532.

If you do not receive an e-mail confirmation that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at 476-7777, before the closing of the position being applied for.

CYFD NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Francisco Garcia-Quintana
Supervisor Carmela Alcon
Date of Hire 11-1-10

ENPI II.

Service Area

Work location

1975-10-14 MON

MANDATORY HR FORMS (Forms must be completed within first 5 days of employment, and received in Employee Support Services within 5 days of employment.)

<input checked="" type="checkbox"/> Personal Data Form	<input checked="" type="checkbox"/> PERA Application for Membership	<input checked="" type="checkbox"/> Acknowledgement for Conditions of Appointment
<input checked="" type="checkbox"/> W-4 Form	<input checked="" type="checkbox"/> PERA Refund Beneficiary Designee	<input checked="" type="checkbox"/> Acknowledgement of FLSA Status Letter
<input checked="" type="checkbox"/> Direct Deposit Form	<input checked="" type="checkbox"/> PERA Survivor (if Vested Employee)	<input checked="" type="checkbox"/> Acknowledgement of Receipt & Understanding
<input checked="" type="checkbox"/> 9 Form	<input checked="" type="checkbox"/> PERA Change in PERA Records (if needed)	<input checked="" type="checkbox"/> Acknowledgement of Benefits Information

MANDATORY BENEFITS FORMS (Forms must be received in Employee Support Services within 31 days of employment).

<p>21 Benefits Enrollment Change Form</p> <ul style="list-style-type: none"> • Medical (includes Drug/Mental Health Coverage) • Dental • Vision • Legal • Life & Disability 	<p>If Waived:</p> <p><input type="checkbox"/> Waiver of Medical/Dental/Mental Health Coverage <input type="checkbox"/> Premium only Plan (POP)</p> <p>If Elected:</p> <p><input type="checkbox"/> Affidavit of Domestic Partnership <input type="checkbox"/> Flexible Spending Account Enrollment Form <input type="checkbox"/> Deferred Compensation Enrollment <input type="checkbox"/> U.S. Savings Bonds</p>
<p> 22 AD&D Beneficiary Form</p>	

MANDATORY TRAINING (Contact the Professional Development Bureau to register for mandatory training)

ALL Employees	Date Scheduled:	Juvenile Justice Services Program Area Required Training:
<input checked="" type="checkbox"/> HIPPA	3/31/09	<input type="checkbox"/> Youth Care Specialist CORE Date Scheduled: _____
<input checked="" type="checkbox"/> Defensive Driving	10/15/09	<input type="checkbox"/> Juvenile Probation and Parole Officer Surveillance Officer CORE Date Scheduled: _____
<input checked="" type="checkbox"/> Respect in the Work place	Date Scheduled: _____	<input type="checkbox"/> YCS Recertification Date Scheduled: _____
<input type="checkbox"/> Team Decision Making		<input type="checkbox"/> Systems Of Care Date Scheduled: _____
<input type="checkbox"/> Systems Of Care		Protective Services Program Area Required Training:
Supervisors and Managers		<input checked="" type="checkbox"/> Child Protective Services CORE Date Scheduled: _____
<input type="checkbox"/> New Supervisor CORE	Date Scheduled: _____	<input type="checkbox"/> Adult Protective Services CORE Date Scheduled: _____
		<input type="checkbox"/> Client Service Agent CORE Date Scheduled: _____
		<input type="checkbox"/> Systems Of Care Date Scheduled: _____
		Family Services Program Area Required Training:
		<input type="checkbox"/> Systems Of Care Date Scheduled: _____

KEY POLICIES & RULES (Supervisor check off policies as you review with employee)

<input checked="" type="checkbox"/> CYFD Policy Part 2 - General Working Conditions (Code of Conduct) <input checked="" type="checkbox"/> CYFD Policy Part 7 - Employment Practices (Respect in the Workplace) <input checked="" type="checkbox"/> CYFD Policy Part 10 - Internet Access and Email Usage <input checked="" type="checkbox"/> SPO Rule - General Memo 03-007 on Drug-Free Work Place <input checked="" type="checkbox"/> NMAC 1.12.10 - Executive Branch Information Technology, Internet-Intranet/Email & Digital Network Usage	<input checked="" type="checkbox"/> Did you sign the Acknowledgement of Receipt and Understanding Form for these key policies? <div style="text-align: center;"> </div>
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TOPICS TO BE COVERED BY SUPERVISOR (Supervisor check off items as you review with employee)

<input checked="" type="checkbox"/> CYFD Mission, Vision, Principals	<input checked="" type="checkbox"/> Employee Development and Appraisal Form
<input type="checkbox"/> Overview of Department/Organizational chart	<input checked="" type="checkbox"/> Identification Badge (date employee can get ID Badge)
<input checked="" type="checkbox"/> Terms of Employment (probationary, term, temp, career)	<input checked="" type="checkbox"/> Peoplesoft - Time Reporting (Time and Labor Module)
<input checked="" type="checkbox"/> Salary (hourly)	<input checked="" type="checkbox"/> Amended Time Reporting (timesheets and online up to 31 days)
<input checked="" type="checkbox"/> Work Schedules & Breaks' Overtime provisions	<input checked="" type="checkbox"/> Leave and accrual rates - How to request time off
	<input checked="" type="checkbox"/> Labor dues obligation (if applicable)

Lamellar Signatures

I acknowledge my obligation to pay labor dues.

Date: 11-1-10

Saturation Strength

Carmela C.

DRAFT - 11-1-10

Return signed original checklist to Employee Support Services for Employee Personnel File.
Provide copy to Employee. Supervisor may also keep copy.

ACKNOWLEDGMENT OF CONDITIONS OF APPOINTMENT

Employee Name: Francisca Garcia-Quintana

Job Title: I-HS Worker

State Personnel Board Rule 1.7.2 NMAC requires that all employees at the time of appointment, acknowledge their understanding of the terms and conditions of their appointment. Listed below are the type of appointments that can be made for new employees into state government. Please place an X next to the appropriate type of appointment and have the new employee read and sign in the appropriate spaces.

- PROBATIONARY APPOINTMENT** - I understand that I have been hired into a career position and that I must serve a one year probationary period. I also understand that during this one year probationary period I can be demoted, suspended or dismissed effective immediately with written notice and without right of appeal to the State Personnel Board.

Signature _____ Date _____

- CAREER APPOINTMENT** - I understand that I have been hired into a career position and that I have already served a one year probationary period. I also realize that a career appointment is recognized as permanent.

Signature Francisca Garcia-Quintana Date 11-1-10

- TEMPORARY APPOINTMENT** - I understand that the appointment I have accepted is temporary in nature. I further understand that though the agency will, whenever possible, give me two weeks notice prior to my release. I may be released at any time that my services are no longer required effective immediately without right of appeal to the State Personnel Board.

Signature _____ Date _____

- TERM APPOINTMENT** - I understand that the appointment I have accepted is a term appointment funded for a specific period of time. I further understand that my appointment will be expired if the funding for the position is not continued. A term appointment may be expired with at least 14 days written notice, and release due to termination of funding and is not appealable to the State Personnel Board.

Signature _____ Date _____

- PART-TIME APPOINTMENT** - I understand that the position I have accepted is part-time either because the position is job share or is less than 1.0 FTE. I shall receive payment and accrue leave according to the hours worked.

Signature _____ Date _____

Acknowledgment of Receipt and Understanding

Instructions: Employee—Complete form and submit to your supervisor. Keep the attached policies and SPB Memorandum for your use and future reference.
Supervisor—Make sure the form is complete and forward to your Service Area Administrator.
Service Area Administrator—Forward the completed form to ESS for inclusion in personnel file.

PART I: Basic Information (Please Print)

Employee Name: <i>Francisca Garcia-Quintana</i>	Bureau: CY	CYFD	Division:	PSD
Employee SS# <i>123-45-6789</i>				

PART II: Acknowledgment of Receipt and Understanding

I certify that I have received a copy of the following policies and State Personnel Board General Memorandum. I understand that it is my responsibility to read and comply with the contents of these documents. I further understand that if I violate any of these policies, I am subject to discipline in accordance with CYFD policies, up to and including dismissal.

- CYFD, HRA, Part 2.1, General Working Conditions, Code of Conduct
- CYFD, HRA, Part 7.6, Employment Practices, Respect in the Workplace
- CYFD, HRA, Part 10, Internet Access and E-Mail usage
- CYFD, HRA, Part 12 Domestic Violence and the Workplace
- SPB GM 03-007, Drug-Free Workplace
- 1.12.10 NMAC: Internet, Intranet, Email, and Digital Network Usage
- CYFD Emergency Evacuation Plan for: _____

PART III: Employee Signature

Employee Signature <i>Francisca Garcia-Quintana</i>	Date 11-1-10
--	-----------------

PART IV: Comments

ACKNOWLEDGEMENT OF FLSA STATUS

Employee Name: Francisca Garcia-Quintana

Job Title: I-HS Worker

Please read and sign in the appropriate space below.

In accordance with the Fair Labor Standards Act, the FLSA status for your position has been determined by a comprehensive analysis of the specific job description and duties, and not determined by the job title. Should you feel your FLSA status has been incorrectly determined, you have the right to appeal this decision in writing to the CYFD/Employee Support Division, Deputy Director. A current Position Assignment Questionnaire (PAQ) must accompany an appeal, and include your signature as well as your supervisor's signature.



FLSA Exempt Status – I understand that I am exempt from overtime pay.

Exempt status does not entitle you to any form of overtime compensation. However, Children, Youth, and Families Department has determined that employees who are exempt from the Fair Labor Standards Act shall receive compensatory time on a straight time basis for all authorized overtime work in excess of 80 hours during a pay period.

Signature

Francisca Garcia Quintana

Date 11-1-10



FLSA Non-Exempt Status – I understand that I am non-exempt, covered for overtime pay.

Non-exempt status entitles you to overtime compensation at a rate of not less than one and one-half times your regular rate of pay, for each authorized hour worked in a workweek in excess of 40 hours.

Signature

Date

For more information regarding compensation for overtime, please refer to the State Personnel Board Rule, NMAC 1.7.4.15 and Children, Youth, and Families Department Policies and Procedures, Part 4.4.

CHILDREN, YOUTH & FAMILIES DEPARTMENT
PROTECTIVE SERVICES

DOCUMENTATION OF SELECTED CONDITIONS OF EMPLOYMENT
FOR ALL LICENSED PROTECTIVE SERVICE WORKER POSITIONS

This form is intended to document specific conditions of employment that are requirements of certain jobs. These specific conditions are in addition to those conditions set forth in the job related qualification standards and position assignment questionnaire of the particular job and those conditions of employment which are universal for all state employees in general and employees of the Children, Youth and Families Department in particular. This form is not intended, therefore, to document all conditions of employment.

REQUIREMENT TO USE A PERSONAL VEHICLE

I understand that the Children, Youth & Families Department has insufficient state vehicles to meet its needs. Therefore, as a condition of employment, I will be required to furnish a personal vehicle for carrying out my assignments which may include transporting clients including children. I further understand that my personal vehicle and my operation of it must be in compliance with all applicable State of New Mexico statutes and regulations.

SOCIAL WORK LICENSURE

I understand that maintaining my social work license is a requirement of my position. I also understand that if I am hired while my application for licensure is being processed by the NM Board of Social Work Examiners, I may not practice social work. I also understand that if I fail the social work exam after two attempts, I will be dismissed from my position. In addition, if at any time I am unable to maintain my social work license, I understand that this may result in disciplinary action including dismissal.

SIGNATURE

I am obligated to abide by the conditions listed above as long as I am employed in this position or laterally transfer or promote to another licensed social work position within Protective Services. I understand that the conditions of employment I have accepted are a requirement of this position. I further understand that failure to carry out the obligations set forth in the conditions of employment may be cause for disciplinary action, including dismissal.

SIGNATURE: Francisca Garcia - Quintana DATE: 11-1-10

EMPLOYEE NAME (PRINT): <u>Francisca Garcia - Quintana</u>	SOCIAL SECURITY NUMBER: <u>525-43-4510</u>
JOB WORK TITLE: <u>I-HS Worker</u>	ORG. UNIT/LOCATION: <u>CYFD/PSD - Rio Arriba + Los Alamos</u>

Employee Equipment/ Access Checklist

Instructions:

On an employee's first day of employment and just before an employee's last day of employment, the supervisor or Service Area designee(s) meets with the employee to distribute or/and return all issued state property or equipment and as a reminder to close out the Employee Evaluations. Upon completion of the form, the original is filed with the Service Area, and a copy is forwarded to the Employee Support Services for filing.

Employee Name:

Francisca Garcia-Quintana
EmplID: _____

Service Area:

P-5

Supervisor:

Carmela Alcon

Enter NA if Not Applicable. Enter narrative information in the comment box such as "lost", "replaced", transferred to another employee, or NA. Please include the dates. Utilize another form if this one is full just attach a new form to this one. Be sure to provide this form to the new supervisor if the current supervisor leaves.

Equipment/Access	Issued/ Activated	Returned/ Inactivated	Comment
Desk Keys	11-1-10		
Office (metal) Key	11-1-10		
Electronic key or Building Access Key Card	11-1-10		
Photo ID/Security Badge			
Office Phone	11-1-10		
Cellular Device			
Pager			
Email Account (GSD)	11-1-10		
CYFD System Access			
SHARE HCM Access			
SHARE Financial Access			
CYFD Computer Hardware for Off-Site use			
Credit Card (s)			
Parking Key Card			
Uniform (s)			
Course materials (books, etc.) purchased by CYFD for employee's Short or Long-Term Educational Opportunity			
Close out Employee Evaluation for departing employee. Close out all evaluations if supervisor is departing.			
Other			

Issued

Received by: Francisca Garcia-Quintana Signature: Francisca Garcia-Quintana Date: 11-1-10
Print Name: _____ Signature: _____ Date: _____

Returned

Received by: _____ Print Name: _____ Signature: _____ Date: _____

Children, Youth & Families Department



PERSONAL DATA SHEET

NAME (Last, First, Middle Initial)	
------------------------------------	--

Garcia-Quintana	Francisca	L.
-----------------	-----------	----

SOCIAL SECURITY NUMBER	DATE OF BIRTH
------------------------	---------------

GENDER

ADDRESS

CITY

STATE

ZIP

COUNTY

PHONE NUMBER/TYPE (check preferred)

E-MAIL ADDRESS/TYPE (check preferred)

(<input type="checkbox"/> Other

francisca.garcia-qu@state.nm.us	<input checked="" type="checkbox"/> Home
	<input checked="" type="checkbox"/> Business
	<input type="checkbox"/> Other

EDUCATIONAL LEVEL

MARITAL STATUS

<input type="checkbox"/> Less than HS Grad	<input type="checkbox"/> Some Grad School
<input type="checkbox"/> HS Grad or Equivalent	<input checked="" type="checkbox"/> Master's Degree
<input type="checkbox"/> Some College	<input type="checkbox"/> Doctorate (Academic)
<input type="checkbox"/> Technical School	<input type="checkbox"/> Doctorate (Prof)
<input type="checkbox"/> 2 Year College	
<input type="checkbox"/> Bachelor's Degree	

<input type="checkbox"/> Single	<input type="checkbox"/> Head of Household
<input checked="" type="checkbox"/> Married	<input type="checkbox"/> Common Law
<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed
<input type="checkbox"/> Divorced	

AS OF DATE: 8-29-96

MILITARY STATUS

ETHNICITY (please specify)

<input checked="" type="checkbox"/> No Military Service
<input type="checkbox"/> Active Reserve
<input type="checkbox"/> Inactive Reserve
<input type="checkbox"/> Retired Military

<input type="checkbox"/> Special Disabled Veteran
<input type="checkbox"/> Special Disabled Vietnam Veteran
<input type="checkbox"/> Veteran (VA Ineligible)
<input type="checkbox"/> Veteran of the Vietnam ERA

EMERGENCY CONTACT INFORMATION

NAME	Delfin Damian Quintana
------	------------------------

ADDRESS

PHONE NUMBER(S)

RELATIONSHIP	Husband
--------------	---------

VSG

**PERSONNEL ACTION REQUEST
EMPLOYEE SUPPORT SERVICES**

Children, Youth & Families Department



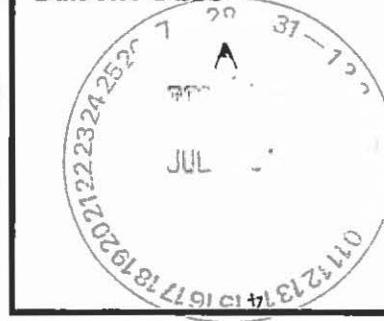
For Agency Use Only: SMART

PAR # (s): 31804

Analyst: Stella

Revised 09/28/2006

Date Rec'd ESS



Effective Date of Action: 08/10/2010 / 8-11-10

Section 1 - Employee/Position Information

Employee Name	National ID (SSN)	Employee ID	Work Schedule		
FRANCISCA GARCIA-QUINTANA		321525	M-F 8-5		
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title	Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-B	B9151B	Invest Wkr	60	18.60	1.00
Current Department Number	Current Perm #	Current Org Level	Current Location	Current Position Status	Current Sort Code
5040010000	08482	G	Espanola	PERM	5105
New TOG or Manager Group Title	New Job Class Code	New Working Title	New Pay Band	New Pay Rate	New Compa Ratio
New Department Number	New Perm #	New Org Level	New Location	New Position Status	New Sort Code

Section 2 - Type of Action Requested for Employee or Position

Employee

- Hire (Retiree Reemployment? Yes No)
- In-Grade Hire
- Promotion
- Class Reduction
- Transfer: From _____ To: _____
- Resignation
- Retirement
- Other (Please specify in "Remarks")

Position

- Advertise Position/Request Employment List
- Create Position
- Delete Position
- Transfer Position
- Location Change
- Tool Number Change
- Reclassify Position (Include PAO)
- Other (Please specify in "Remarks")

Remarks: Please see attached letter of resignation.

Section 3 - Requestor and Authorization

Supervisor Name & Signature Paula Dominguez	Telephone Number 505-753-7191	Title Investigations Supervisor	Date 7-28-10
Middle Manager Review Name & Signature Carmela Alcon	Telephone Number 505-753-7191	Title COM	Date 7-28-10
Division Review & Signature Trish Ortiz	Telephone Number 505-827-8452	Title HR Coordinator	Date 7-29-10
Employee Support Representative Review & Signature Bonnie Madrid	Approval to proceed with request: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Date:	7-29-10

Employee Support Services Use Only

FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Benefits Elig? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Bargaining Unit Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Send copy to Labor Relations Rep.)	
	Initials <input checked="" type="checkbox"/>	
Action	Reason	Date <u>8-31-10</u> Initials <u>SG</u> Remarks:
		Date: Copy to Payroll/Benefits? Retro Pay Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Action	Reason	Date: Retro Start Date:

Francisca Garcia-Quintana

7-27-10

CYFD
Carmela Alcon, COM
912 N. Railroad Avenue
Espanola, NM 87532

Dear Carmela,

Effective 7-27-10, I hereby formally give you two weeks' notice of my intention to leave my position as an Investigator for CYFD. My last day of work with CYFD will be on 8-10-10.

I have learned a lot, and I would like to thank you for the opportunity that you have given me to work here at CYFD with the Investigations Unit, but due to personal reasons, I have decided to pursue opportunities elsewhere.

Please let me know the arrangements for handing back my equipment, badge, keys and any outstanding work and responsibilities.

I wish you and CYFD every good fortune, and I would like to thank you for having me as part of your team.

Sincerely,



Francisca "Pancha" Garcia-Quintana, LMSW
Investigator

Cc: Paula Dominguez, Investigations Supervisor

**PERSONNEL ACTION REQUEST
EMPLOYEE SUPPORT SERVICES**

Children, Youth & Families Department



For Agency Use Only: SMART

PAR # (s): _____

Analyst: Stella

Revised 09/28/2006



Effective Date of Action:

Section 1 – Employee/Position Information

Employee Name	National ID (SSN)		Employee ID		Work Schedule	
FRANCISCA GARCIA-QUINTANA			321525		M-F 8-5	
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title		Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-B	B9151B	Invest Wkr		60	18.60	1.00
Current Department Number		Current Perm #	Current Org Level	Current Location	Current Position Status	Current Sort Code
5040010000		08482	G	Espanola	PERM	5105
New TOG or Manager Group Title	New Job Class Code	New Working Title		New Pay Band	New Pay Rate	New Compa Ratio
New Department Number		New Perm #	New Org Level	New Location	New Position Status	New Sort Code

Section 2 – Type of Action Requested for Employee or Position

Employee

- Hire (Retiree Reemployment? Yes ___ No ___)
- In-Grade Hire
- Promotion
- Class Reduction
- Transfer: From _____ To: _____
- Resignation
- Retirement
- Other (Please specify in "Remarks")

Position

- Advertise Position/Request Employment List
- Create Position
- Delete Position
- Transfer Position
- Location Change
- Tool Number Change
- Reclassify Position (Include PAQ)
- Other (Please Specify in "Remarks")

Remarks: Close out EE for FY11 as employee resigned effective 08/10/2010

Section 3 – Requestor and Authorization

Supervisor Name & Signature Paula Dominguez <i>Paula Dominguez</i>	Telephone Number 505-753-7191	Title Investigations Supervisor	Date
Middle Manager Review Name & Signature Carmela Alcon <i>Carmela Alcon</i>	Telephone Number 505-753-7191	Title COM	Date <i>8-10-10</i>
Division Review & Signature Trish Ortiz <i>Trish Ortiz</i>	Telephone Number 505-827-8452	Title HR Coordinator	Date <i>8/11/10</i>
Employee Support Representative Review & Signature <i>Bonnie Madrid</i>	Approval to proceed with request: NO YES Date: <i>8/11/10</i>		

Employee Support Services Use Only

FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Bargaining Unit Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No (Send copy to Labor Relations Rep.)				
Benefits Elig? <input type="checkbox"/> Yes <input type="checkbox"/> No	Retiree ReEmployment? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Action	Reason	Date	Initials	Remarks:	
Action	Reason	Date	Initials	Copy to Payroll/Benefits?	Retro Pay Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Date: _____	
Action	Reason			Retro Start Date: _____	

Employee Evaluation Performance Rating Descriptions

Performance Rating Area	Description
Customer Service	Works effectively with internal and external customers to achieve desired work results and maintain positive relationships.
Productivity/Dependability	Completes assigned work in a timely manner and meets established attendance requirements.
Interpersonal Skills	Establishes and maintains effective work relationships. Demonstrates good communication and listening skills.
Quality	Achieves consistency, thoroughness, and accuracy on assigned work and projects.
Job Knowledge	Demonstrates the knowledge and skills needed for job assignments.
Adaptability/Flexibility	Adapts to change and is open to different and new ways of doing things.
Work Environment/Safety	Promotes a respectful workplace and complies with general conditions of employment, security and workplace safety standards.
Use of Equipment/Materials	Uses equipment and materials safely, for their intended purpose, and consistent with applicable policies and procedures.



Founded in 1913, the National Safety Council is a non-governmental, not-for-profit international public service organization devoted to protecting life and promoting health.

Our mission:

*To educate and influence people
to prevent accidental injury and death*

**Remember to use your safety belt.
Keep children buckled, in the back seat.**

150M0308 Printed in the USA 33759-0000



Francisca

Control No.
GSD-789425

Garcia-Quintana

has completed a National Safety Council's
Defensive Driving Course 6-hour 8-hour

Drivers License Number:
NM082619461

Course Completion Date:
10/15/09

J. J. Ucciferro
Joseph J. Ucciferro, Chairman

GSD/Transportation Services Division

TS TRAINING CENTER

Instructor Name:

Instructor Number:

Security Control No.:

793229

789425

Keep this card for your records. Void if reproduced.

**PERSONNEL ACTION REQUEST
EMPLOYEE SUPPORT SERVICES**

Children, Youth & Families Department



For Agency Use Only: SMART

PAR # (s): 290571

Analyst: Kathy

Revised 09/28/2006

Date Rec'd ESS



Effective Date of Action: 09/05/09

Section 1 – Employee/Position Information

Employee Name	National ID (SSN)	Employee ID	Work Schedule		
FRANCISCA GARCIA-QUINTANA		321525	M-F 8-5		
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title	Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-B	B9151B	Invest Wkr	60	18.60	1.01
Current Department Number	Current Perm #	Current Org Level	Current Location	Current Position Status	Current Sort Code
5040010000	08482	G	Espanola	PERM	5105
New TOG or Manager Group Title	New Job Class Code	New Working Title	New Pay Band	New Pay Rate	New Compa Ratio
New Department Number	New Perm #	New Org Level	New Location	New Position Status	New Sort Code

Section 2 – Type of Action Requested for Employee or Position

Employee

- Hire (Retiree Reemployment? Yes No)
- In-Grade Hire
- Promotion
- Class Reduction
- Transfer: From _____ To: _____
- Resignation
- Retirement
- Other (Please specify in "Remarks")

Position

- Advertise Position/Request Employment List
- Create Position
- Delete Position
- Transfer Position
- Location Change
- Tool Number Change
- Reclassify Position (Include PAQ)
- Other (Please specify in "Remarks")

Remarks: Multi-Lingual Pay

Section 3 – Requestor and Authorization

Supervisor Name & Signature Paula Dominguez <i>Paula Dominguez</i>	Telephone Number 505-753-7191	Title Investigations Supervisor	Date
Middle Manager Review Name & Signature Carmela Alcon <i>Carmela Alcon</i>	Telephone Number 505-753-7191	Title COM	Date <u>9-3-09</u>
Division Review & Signature Trish Ortiz <i>Trish Ortiz</i>	Telephone Number 505-827-8452	Title HR Coordinator	Date <u>9/24/09</u>
Employee Support Representative/Review & Signature <i>Minh Bui</i>	Approval to proceed with request: NO <u> </u> YES <u> </u>		Date: <u>9/25/09</u>

Employee Support Services Use Only

FLSA Status: <u>Exempt</u> <u>Non-Exempt</u>	Bargaining Unit Eligible? <u>Yes</u> <u>No</u> (Send copy to Labor Relations Rep.)
Benefits Elig? <u>Yes</u> <u>No</u>	
Action <u>Reason</u>	Date <u>9-28-09</u> Initials <u>lw</u> Remarks:
Action <u>Reason</u>	Date <u> </u> Initials <u> </u> Copy to Payroll/Benefits? <u> </u> Retro Pay Required: <u>Yes</u> <u>No</u>
Action <u>Reason</u>	Date: <u> </u> Retro Start Date: <u> </u>

SPO Use Only

Date logged _____

Date agency notified _____

**New Mexico State Personnel Board
Temporary Recruitment/Retention
Differential - FY10**

(This pay mechanism does NOT count toward PERA contributions.)



Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)

Business Unit Name and Code: CYFD Protective Services (690-50)

HR contact: Kathy Rubio	HR tel number: 476-0456	HR e-mail address: Kathy.rubio@state.nm.us
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Requested by supervisor/manager: Carmela Alcon	Tel Number: 753-7191
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Current Information

EMPLOYEE: Francisca Garcia-Quintana		Employee ID: 321525
Classification: Soc/Com Sv Coord-B (Investigations Worker)	Pay Band: 60	Bargaining Unit Covered Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position #: 08482	OL#: 5040010000	Hourly salary: \$18.60
		Compa-ratio: 1.00

Proposed Information

Dollar amount of TRD: \$.10	Percent of TRD: % Percentage calculated on base pay.
Begin and end dates for TRD (cannot exceed 2 years): Begin 9/05/09 End until position is vacated	

NMAC 1.7.4.13..A Temporary Recruitment/Retention Differential

The director may authorize, in writing, a pay differential of up to fifteen percent (15%) of an employee's base pay to an employee who fills a position which has been documented as critical to the effective operation of the agency and has been demonstrated and documented to be a severe recruitment problem for the agency.

(1) A differential authorized under this provision shall be tied to the position and may not transfer with the employee should the employee leave that position. Payment of this differential shall be separate from the employee's base salary. Agencies shall demonstrate to the office, at least biennially, the circumstances which justified the differential to determine the necessity for its continuance.

(2) A differential of more than fifteen percent (15%) of an employee's base pay or a total salary (base pay plus differential amount) that exceeds the maximum of the pay band may be authorized if approved by the director.

NMAC 1.7.4.7 B "Appropriate placement" means those elements to be considered in determining pay upon hire, promotion, transfer or reduction including the employee's education, experience, training, certification, licensure, internal pay equity, budgetary availability and, when known and applicable, employee performance.

Compa-ratio means pay expressed as a percentage of the midpoint of a pay band.
(To calculate divide hourly salary by the midpoint of the pay band)

Section 2: RATIONALE FOR PROPOSED ACTION(to be completed by Agency Personnel)

Please describe the recruitment/retention difficulties related to geographic location, market and/or unusual or extreme working conditions.

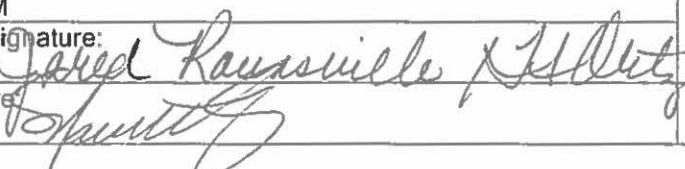
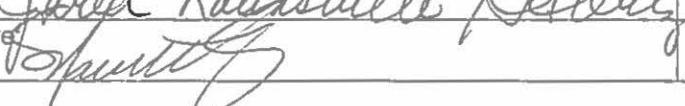
Pursuant to Article 12, Section 10, Multi-Lingual Pay, of the agreement between the State of New Mexico and American Federation of State, County and Municipal Employees - New Mexico Council 18: employers may designate multi-lingual employees to perform the duties of facilitating communications with members of the public. Such assigned employees are entitled to a differential in the amount of \$0.10 per hour.

Section 3: RECRUITMENT/RETENTION HISTORY FOR THIS POSITION OR POSITIONS IN THE SAME CLASSIFICATION (to be completed by Agency Human Resources)

N/A - this is not for the purpose of requesting a Temporary Recruitment/Retention Differential.

- Turnover history for this position or position group provided by agency indicates significant recruitment/retention issues.
- Vacancy history for this position or position group provided by agency indicates significant recruitment/retention issues.
- Reason person will be difficult to replace.
- How person's absence will significantly impact agency business mission and operations.

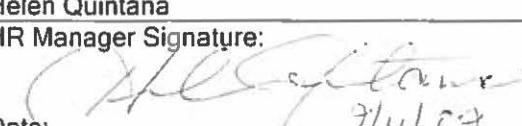
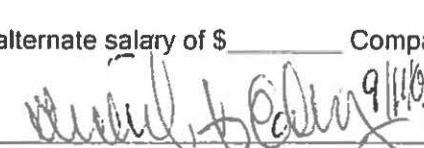
Section 4: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name): Carmela Alcon, COM	Date:
Acting PS Director Signature: Jared Rounsville	 9/8/09
AS Director Signature: Marcella Ortega	 Date: 9/18/09

Section 5: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:

Ms. Garcia-Quintana has met all the criteria to receive the Multi-Lingual Pay differential per CYFD policy 4.8.

HR Manager (Print Name): Helen Quintana	<input checked="" type="checkbox"/> Approval
HR Manager Signature: 	<input type="checkbox"/> Approval of alternate salary of \$ _____ Compa/ratio _____
Date: 9/11/09	<input type="checkbox"/> Disapproval  9/11/09

For State Personnel Office Use ONLY

Reviewed by:	Date:
Approved by:	Date:
Notes (as needed)	

**NM State Personnel
Multi-Lingual Pay Certification Form**

Date - September 20, 2005

Employee Name: FRANCISCA GARCIA-GOMEZ Enpl Id #: 521525
TOOL Number:

Perm Number: 08482 Position Classification: Invest WKR

Pursuant to Article 12, Section 10, Multi-Lingual Pay, of the Agreement Between the State of New Mexico and American Federation of State, County and Municipal Employees – New Mexico Council 18, which states "in facilities or offices where it is deemed necessary to have on staff multi-lingual employees to facilitate communications with members of the public, and employees on staff assigned to the facility are available and capable of fulfilling such need, the Employer may designate a sufficient number of employees in the assigned work force to perform such duties and such employees shall be entitled to a differential in the amount \$0.10 per hour," I certify the above identified employee:

1. When necessary facilitates communication between English and non-English speaking members of the public; and
2. Is sufficiently proficient and available to provide such facilitation during the normal course of the workday; and
3. Is covered under the terms of the Agreement referenced above and is therefore eligible for the \$0.10 per hour multi-lingual pay differential; and
4. Will receive this differential only for as long as the employee remains in this position, continues to facilitate multi-lingual communication successfully and such multi-lingual communication needs continue; and
5. Will not be implemented in a manner that violates the CBA.

The multi-lingual pay differential will begin the first day of the pay-period following this fully executed certification.

Bureau Chief/ Director Certification

Derek Lamontelle
Signature

9/8/09
Date

Employee Certification

Francisca Garcia-Gomez
Signature

9-3-09
Date

ACKNOWLEDGMENT OF CONDITIONS OF APPOINTMENT

Employee Name:

Francisca L. Garcia-Quintana

Job Title:

CYFD/CPS Investigator

State Personnel Board Rule 1.7.2 NMAC requires that all employees at the time of appointment, acknowledge their understanding of the terms and conditions of their appointment. Listed below are the type of appointments that can be made for new employees into state government. Please place an X next to the appropriate type of appointment and have the new employee read and sign in the appropriate spaces.



PROBATIONARY APPOINTMENT - I understand that I have been hired into a career position and that I must serve a one year probationary period. I also understand that during this one year probationary period I can be demoted, suspended or dismissed with a minimum of 24 hours of written notice and without right of appeal to the State Personnel Board.

Signature

Francisca L. Garcia-Quintana

Date

08-24-2009



CAREER APPOINTMENT - I understand that I have been hired into a career position and that I have already served a one year probationary period. I also realize that a career appointment is recognized as permanent.

Signature

Date



TEMPORARY APPOINTMENT - I understand that the appointment I have accepted is temporary in nature. I further understand that though the agency will, whenever possible, give me two weeks notice prior to my release. I may be released at any time that my services are no longer required with 24 hours notice without right of appeal to the State Personnel Board.

Signature

Date



TERM APPOINTMENT - I understand that the appointment I have accepted is a term appointment funded for a specific period of time. I further understand that my appointment will be expired if the funding for the position is not continued. A term appointment may be expired with at least 14 days written notice, and release due to termination of funding and is not appealable to the State Personnel Board.

Signature

Date



PART-TIME APPOINTMENT - I understand that the position I have accepted is part-time (.50). I shall receive payment and accrue leave according to the hours worked.

Signature

Date

ACKNOWLEDGEMENT OF FLSA STATUS

Employee Name: Francisca L. Garcia-Quintana

Job Title: CYFD/CPS Investigator

Please read and sign in the appropriate space below.

In accordance with the Fair Labor Standards Act, the FLSA status for your position has been determined by a comprehensive analysis of the specific job description and duties, and not determined by the job title. Should you feel your FLSA status has been incorrectly determined, you have the right to appeal this decision in writing to the CYFD/Employee Support Division, Deputy Director. A current Position Assignment Questionnaire (PAQ) must accompany an appeal, and include your signature as well as your supervisor's signature.



FLSA Exempt Status – I understand that I am exempt from overtime pay.

Exempt status does not entitle you to any form of overtime compensation. However, Children, Youth, and Families Department has determined that employees who are exempt from the Fair Labor Standards Act shall receive compensatory time on a straight time basis for all authorized overtime work in excess of 80 hours during a pay period.

Signature

Francisca L. Garcia-Quintana

Date

8/24/09



FLSA Non-Exempt Status – I understand that I am non-exempt, covered for overtime pay.

Non-exempt status entitles you to overtime compensation at a rate of not less than one and one-half times your regular rate of pay, for each authorized hour worked in a workweek in excess of 40 hours.

Signature

Francisca L. Garcia-Quintana

Date

08/24/2009

ME

For more information regarding compensation for overtime, please refer to the State Personnel Board Rule, NMAC 1.7.4.15 and Children, Youth, and Families Department Policies and Procedures, Part 4.4.

Acknowledgment of Receipt and Understanding

Instructions: Employee—Complete form and submit to your supervisor. Keep the attached policies and SPB Memorandum for your use and future reference.
Supervisor—Make sure the form is complete and forward to your Service Area Administrator.
Service Area Administrator—Forward the completed form to ESS for inclusion in personnel file.

PART I: Basic Information (Please Print)

Employee Name: <i>Francisca L. Garcia-Qintana</i>	Bureau: CYFD	Division: CPS
Employee SS#		

PART II: Acknowledgment of Receipt and Understanding

I certify that I have received a copy of the following policies and State Personnel Board General Memorandum. I understand that it is my responsibility to read and comply with the contents of these documents. I further understand that if I violate any of these policies, I am subject to discipline in accordance with CYFD policies, up to and including dismissal.

- CYFD, HRA, Part 2.1, General Working Conditions, **Code of Conduct**
- CYFD, HRA, Part 7.6, Employment Practices, **Respect in the Workplace**
- CYFD, HRA, Part 10, Internet Access and E-Mail usage
- SPB GM 03-007, **Drug-Free Workplace**
- Executive Branch Information Technology Resources Policy: Internet, Intranet, Email, and Digital Network Usage

PART III: Employee Signature

Employee Signature <i>Francisca L. Garcia-Qintana</i>	Date <i>08/24/2009</i>
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PART IV: Comments

**PERSONNEL ACTION REQUEST
EMPLOYEE SUPPORT SERVICES**

Children, Youth & Families Department



For Agency Use Only: SMART

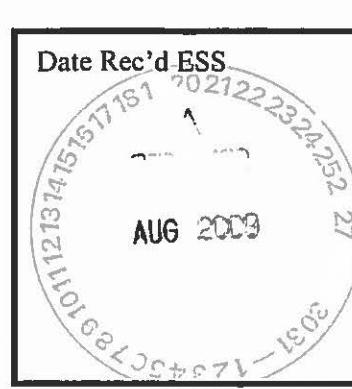
PAR # (s): 29483P

Analyst: Kathy

Revised 09/28/2006

Date Rec'd ESS

AUG 2009



Effective Date of Action: 8/22/09

Section 1 – Employee/Position Information

Employee Name	National ID (SSN)	Employee ID	Work Schedule		
FRANCISCA GARCIA-QUINTANA		<u>321525</u>	M-F 8-5		
Current TOG or Manager Group Title	Current Job Class Code	Current Working Title	Current Pay Band	Current Pay Rate	Current Compa Ratio
Soc/Com Sv Coord-B	B9151B	Invest Wkr	60	18.60	1.00
Current Department Number	Current Perm #	Current Org Level	Current Location	Current Position Status	Current Sort Code
5040010000	08482	G	Espanola	PERM	5105
New TOG or Manager Group Title	New Job Class Code	New Working Title	New Pay Band	New Pay Rate	New Compa Ratio
New Department Number	New Perm #	New Org Level	New Location	New Position Status	New Sort Code

Section 2 – Type of Action Requested for Employee or Position

Employee

- Hire (Retiree Reemployment? Yes No)
- In-Grade Hire
- Promotion
- Class Reduction
- Transfer: From _____ To: _____
- Resignation
- Retirement
- Other (Please specify in "Remarks")

Position

- Advertise Position/Request Employment List
- Create Position
- Delete Position
- Transfer Position
- Location Change
- Tool Number Change
- Reclassify Position (Include Division Office)
- Other (Please specify in "Remarks")

Remarks:

Section 3 – Requestor and Authorization

Supervisor Name & Signature Paula Dominguez <i>Paula Dominguez</i>	Telephone Number 505-753-7191	Title Investigations Supervisor	Date <u>8/6/09</u>
Middle Manager Review Name & Signature Carmela Alcon <i>Carmela Alcon</i>	Telephone Number 505-753-7191	Title COM	Date <u>8/6/09</u>
Division Review & Signature Trish Ortiz <i>Trish Ortiz</i>	Telephone Number 505-827-8452	Title HR Coordinator	Date <u>8/19/09</u>
Employee Support Representative Review & Signature <i>Wanda Bailey</i>	Approval to proceed with request: NO <input type="checkbox"/> YES <input checked="" type="checkbox"/>		Date: <u>8/21/09</u>

Employee Support Services Use Only

FLSA Status: Exempt Non-Exempt Bargaining Unit Eligible? Yes No (Send copy to Labor
Benefits Elig? Yes No Retiree ReEmployment? Yes No Relations Rep.)

Action	Reason	Date <u>8-21-09</u>	Initials <u>lw</u>	Remarks:
		Date	Initials	Copy to Payroll/Benefits?
Action	Reason	Date	Initials	Date: Retro Pay Required: <u>Yes</u> <u>No</u> Retro Start Date:

SPO Use Only

Date logged _____
 Date agency notified _____

New Mexico State Personnel Board In Grade Hire - FY10



2058

Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)

Business Unit Name and Code: CYFD Protective Services (690-50)

HR contact: Kathy Rubio	HR tel number: 476-0456	HR e-mail address: kathy.rubio@state.nm.us
Requested by supervisor/manager: Carmela Alcon		Tel number: (505) 753-7191 ext. 1976
EMPLOYEE: Francisca Garcia-Quintana	SSN:	Employee ID:
Classification: Soc/Com Sv Coord-B (Investigations Worker)		Bargaining Unit Covered Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position #: 8482	OL#: 5040010000	Effective date: 9/05/09 8/22/09
Hourly salary: \$ 18.60	Annual salary: \$ 38,688.00	Compa-ratio: 1.00

Proficiency Zone

- Associate Zone (training/learning job): to 81.4%
 Independent Zone (fully competent in job): 81.5-115.0%
 Principal Zone (contribution significantly beyond the norm in job): 115.1% & above

NMAC 1.7.4.12 Entrance Salary

A. Upon entrance to a classified position, a newly-appointed employee's salary, subject to budget availability, should reflect appropriate placement within the pay band. Any entrance salary in the principal contributor zone must receive approval from the director prior to appointment.

NMAC 1.7.4.7

B "Appropriate placement" means those elements to be considered in determining pay upon hire, promotion, transfer or reduction including the employee's education, experience, training, certification, licensure, internal pay equity, budgetary availability and, when known and applicable, employee performance.

Compa-ratio means pay expressed as a percentage of the midpoint of a pay band.
 (To calculate divide hourly salary by the midpoint of the pay band)

Section 2: RATIONALE FOR THE SALARY PROPOSED (to be completed by Agency Personnel)

JRQS:	Candidate's Qualifications:
Education: Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university.	Education: Master's Degree in Social Work
Experience: None.	Experience: Years 8 Months 4 Supervision: Years _____ Months _____ Management: Years _____ Months _____
Licensure: N/A	Licensure: Licensed Master's Social Worker

Please describe how the candidate's education/experience relative to established Job Related Qualification Standards (at full competence midpoint level, 100% compa-ratio) supports the compa-ratio and proficiency zone being proposed.

In Grade Hire pay analysis targets pay based upon *anticipated* performance. The goal is to determine the appropriate pay, relative to midpoint, based upon the anticipated performance level of the candidate's education, experience and other selection criteria.

The JRQS for this position are a Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university and no experience.

Ms. Garcia-Quintana has a Master's Degree in Social Work and is a licensed at the LMSW level. She has over 16 years experience with direct client contact. She is knowledgeable of the type of clients we serve here at CYFD and has contacts with a great number of service providers that are utilized by CYFD. Ms. Garcia-Quintana is bilingual and can communicate well with the large Spanish speaking population here in Rio Arriba which will be a great asset in her new position as Investigations Worker.

The PS salary matrix was utilized in determining the requested salary. Based on this candidate's education and experience, it is anticipated she will perform the duties of this job in the Independent Zone.

Section 3: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name): Carmela Alcon, COM	Date:
Acting PS Director Signature: Jared Rounsville <i>Jared Rounsville/Hults</i>	8/17/09
AS Director Signature: Marcella Ortega (see attached pre-approved MFD)	Date:

Section 4: INTERNAL COMPARISON (to be completed by Agency Human Resources)

Internal Comparison: List the employees in the same Classification to whom this employee should be compared.

Name(s)		Hourly Salary	TRD (if applicable)	Total Salary	Education	# years related experience
Candidate	Francisca Garcia-Quintana	\$18.60		\$18.60	MSW	8 years 4 months
Employee	Vanessa Lucero-Maes	\$19.09		\$19.09	BSW	5 years
Employee						

Section 5: REQUIRED DOCUMENTATION/VERIFICATION (to be completed by Agency Human Resources)

Yes	No	Required Documentation
x		Is a copy of the Job Related Qualification Standards/Job Order Form attached?
x		Is a copy of the candidate's application/resume attached?

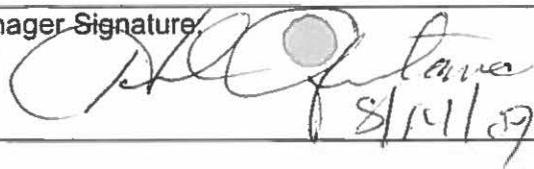
Section 6: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:
Based on Ms. Garcia-Quintana's experience and education, it is anticipated she will function within the Independent Zone. A compa ratio of 1.00 is warranted. In comparison to other employees in the same TOG, the compa ratio reflects internal alignment.

HR Manager (Print Name): Helen Quintana	<input checked="" type="checkbox"/> Approval
--	--

HR Manager Signature:

Date:

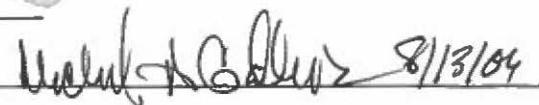


8/11/09

Approval of alternate salary of \$ _____

Compa/ratio _____

Disapproval



8/13/09

For State Personnel Office Use ONLY

Reviewed by:

Date:

Approved by:

Date:

Notes (as needed)

CHILDREN, YOUTH & FAMILIES DEPARTMENT
PROTECTIVE SERVICES

DOCUMENTATION OF SELECTED CONDITIONS OF EMPLOYMENT
FOR CLIENT SERVICE AGENT
AND NON-LICENSED PROTECTIVE SERVICES POSITIONS

This form is intended to document specific conditions of employment that are requirements of certain jobs. These specific conditions are in addition to those conditions set forth in the job related qualification standards and position assignment questionnaire of the particular job and those conditions of employment which are universal for all state employees in general and employees of the Children, Youth and Families Department in particular. This form is not intended, therefore, to document all conditions of employment.

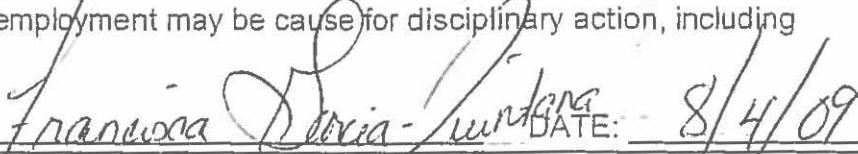
REQUIREMENT TO USE A PERSONAL VEHICLE

I understand that the Children, Youth & Families Department has insufficient state vehicles to meet its needs. Therefore, as a condition of employment, I will be required to furnish a personal vehicle for carrying out my assignments which may include transporting clients including children. I further understand that my personal vehicle and my operation of it must be in compliance with all applicable State of New Mexico statutes and regulations.

SIGNATURE

I am obligated to abide by the conditions listed above as long as I am employed in this position or laterally transfer or promote to position within Protective Services. I understand that the conditions of employment I have accepted are a requirement of this position. I further understand that failure to carry out the obligations set forth in the conditions of employment may be cause for disciplinary action, including dismissal.

SIGNATURE:



DATE: 8/4/09

EMPLOYEE NAME (PRINT): <i>Francisca Garcia-Quintana</i>	SOCIAL SECURITY NUMBER: <i>525-43-4510</i>
JOB WORK TITLE: <i>Investigations Worker</i>	ORG. UNIT/LOCATION: <i>CYFD - Espanola</i>

Protective Services
Matrix for In-Grade Hires
Social & Community Service Coordinator Positions
Effective 3/10/07

Experience						
Education	0-1 Year	1-2 Years	2-4 Years	4-6 Years	6-10 Years	10+ Years
LISW or Ph.D in Related Field	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71 65 - \$19.56 70 - \$21.80	60 - \$18.60 65 - \$20.54 70 - \$22.89	60 - \$19.48 65 - \$21.52 70 - \$23.98	60 - \$20.37+ 65 - \$22.40+ 70 - \$24.87+
LMSW or Licensed Masters	60 - \$16.47 65 - \$18.19 70 - \$20.28	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71 65 - \$19.56 70 - \$21.80	60 - \$18.60 65 - \$20.54 70 - \$22.89	60 - \$19.48+ 65 - \$21.52+ 70 - \$23.98+
LBSW or MSW (non-licensed)	60 - \$15.94 65 - \$17.60 70 - \$19.62	60 - \$16.47 65 - \$18.19 70 - \$20.28	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71 65 - \$19.56 70 - \$21.80	60 - \$18.60+ 65 - \$20.54+ 70 - \$22.89+
Related degree (lic. or masters) or BSW (non-licensed)	60 - \$15.06 65 - \$16.63 70 - \$18.53	60 - \$15.94 65 - \$17.60 70 - \$19.62	60 - \$16.47 65 - \$18.19 70 - \$20.28	60 - \$16.83 65 - \$18.58 70 - \$20.71	60 - \$17.18 65 - \$18.97 70 - \$21.15	60 - \$17.71+ 65 - \$19.56+ 70 - \$21.80+
Related Degree – Bachelor's Level	60 - \$14.17 65 - \$15.65	60 - \$15.06 65 - \$16.63	60 - \$15.94 65 - \$17.60	60 - \$16.47 65 - \$18.19	60 - \$16.83 65 - \$18.58	60 - \$17.18+ 65 - \$18.97+

Full Credit Experience = Protective Services Social Work; Note: full credit will be given for related social work, psychology, and guidance and counseling if indicated on the posted JRQS as required experience.

1/2 credit = other social work or related experience, i.e., guidance & counseling, psychology, domestic violence, juvenile probation, mental health, community based services, teaching/education, community/center child care, and foster parenting.

EDUCATION

- 5/1993 Graduate of Escalante High School, Tierra Amarilla, N.M.
 8/93-12/96 Attended N.N.M.C.C. and graduated with High Honors with Associate Degree in Human Services.
 1/97-5/99 Attended Highlands University and Graduated Magna Cum Laude with Bachelors Degree in Social Work.
 5/00-5/01 Attended Highlands University and Graduated with a Masters Degree in Social Work.
 9/01 Passed State Licensure and received license (LMSW). I have completed my supervised hours to test for the LISW examination.

*100 MWS = 8 yrs. 4 MWS
 W/LMSW = \$18.60*

WORK EXPERIENCE

- 5/94-current Step-parent of step daughter,
 and step sons.

7/18/95- current Parent of daughter,

(X)

8/19/98- current Parent of daughter,

(X)

7/24/09 - current Parent of son,

(X)

- 1/95-5/99 In partnership with 2 other women, I helped start a Student Outreach Program at Northern New Mexico Community College in order to assist fellow students who were struggling with daily life issues access services and community assistance to help with daily struggles to succeed academically in college such as child care issues, financial issues, mental health and substance abuse issues, lack of support, etc. I served as Vice President for 1 year.
- 3/96-1/01 Completed the Santa Fe Rape Crisis Advocate Training and in partnership with 3 other women, we began a grassroots organization called NO MAS in which I served as a Rape Crisis Advocate for 5 years. I served as an on-call basis to respond to State, City, County, and Tribal police departments, Crisis Center of Northern New Mexico, and Espanola Hospital to assist rape victims thru the rape kit process, assist in advocacy and empowerment of the victim, locating clothing for the victim and support the victim thru the process and obtaining orders of protection, etc. I attended court with the victim, as requested by the victim. Trained local police department officers in the different forms of rape/abuse and the procedures for contacting advocates. I acquired donations from local businesses and the community to purchase cell phones for advocates and did public service announcements via radio regarding the services and rape awareness. I responded frequently to crisis calls at Espanola Hospital and assisted victims thru the court and therapy process to become survivors. I received a certificate from Secretary of State Stephanie Gonzales for exemplary dedication and service in enhancing the quality of life among all people in the Land of Enchantment July 25, 1998 and a certificate from Governor Gary Johnson for dedication and commitment to my fellow New Mexicans as an example of the ability of citizens to improve their communities in an effective and enabling way on July 25, 1998. This work led to the opening of the Espanola Branch of the Santa Fe Rape Crisis Center and was named NO MAS.
- 1/95-12/95 Internship @ Vistas Del Sol, Tierra Amarilla, N.M. Completed 150 hours of experience working with the mentally ill and elderly. Duties included case management, referrals, teaching daily living skills, documentation, client assessments, and providing client transportation.
- 1/96-4/97 Internship @ Jemez House Day Treatment Center. I worked with adolescents ages 12-18. Duties included intakes, recreational therapy, anger management, etc. Program ended due to funding.


Francisca "Pancha" Garcia-Quintana, LMSW

- 4/97-6/98 *✓* Internship @ Las Cumbres Learning Center where I was then hired. Duties included working with emotionally disturbed children ages 6-12 in the after-school program.
- 7/98-1/99 *✓* Internship at St. Francis Academy. Completed 480 hours. Duties included Behavioral Management with children ages 3-18 who are severely emotionally disturbed, have learning disorders, developmental disabilities, and behavioral disturbances. Work was conducted in the home, classroom, and special education departments with the children and families. I was then hired.
- 1/99-12/01 Treatment Foster Care Coordinator (TFC)/Supervisor at St. Francis Academy in Espanola, NM. Duties included case management, treatment planning, supervision of treatment foster parents and TFC staff, billing, home visits, documentation, supervising visitations with children and biological families, permanency planning, obtaining and tracking billing authorizations of all TFC staff, etc. I work with Severely Emotionally Disturbed (SED) children, learning disorders, and children with various developmental disabilities and behavior disorders ages 6-18, as well as with the treatment families and biological families.
*36 nose 1/2c
17.5 MHS*
- 1/01-9/01 Case Manager of Residential Services/Care Coordinator at St. Francis Academy. Duties included ongoing supervision of TC staff and foster parents, supervising all organizational staff billing authorizations, mental health assessment and diagnosis of youth ages 12-18 and their families. Assessed male juveniles at detention center for placement in the RTC. Assisting families with the Medicaid process/applications, obtaining authorizations for service provision from Medicaid and CYFD panel, documentation, maintaining records, case file auditing, documentation, assuring State Licensing Standards were met and updated, conducting training for TFC parents/staff, and Case Management. Care Coordination duties included training to monitoring staff training activities, insuring compliance with organizational policies and certificate standards, maintaining current knowledge of all funding sources, clinical standards (to include CYFD, JACHO, and HMO's), monitoring staff productivity, served as Performance Improvement Coordinator, record review, risk management, program quality assurance, and conducted internal investigations.
*3 nose 1/2c
4 MHS*
- 9/01- 3/03 Rio Arriba Maternal and Child Health Council Director. Duties include administration of the Rio Arriba Maternal and Child Health Council (RAMCHC) including budget and reporting requirements, convening the RAMCHC on a monthly basis, carrying out approved and assigned tasks of the RAMCHC and responsible for timely preparation and distribution of minutes to all council, keeping RAMCHC records, maintaining close contact with state agencies and other RAMCHC agencies regarding RAMCHC funding and activities, reporting to the Director of Health and Human Services in HHS Team, reducing duplication of health care efforts in Rio Arriba, increasing collaboration, presenting to Rio Arriba County Commissioners, recruitment of council members, council orientations, health planning, advocacy on behalf of Rio Arriba County women, children, and their families, and coalition building, and grant writing. I created a county wide directory of services in Rio Arriba County to include mental health providers, medical providers, substance abuse providers, services for elderly, dental providers, emergency providers, etc. Close collaboration with community based service providers. I assisted with free car seat program and local SHARE food program distribution. PE MOSSA trained. Program and community development. Legislative and maternal and child health legislative advocacy.
*18 nose 1/2c
9 MHS*
- 1/04- 2/05 Completed contract with North Central Community Based Services in Chama, N.M. Providing Mid-Level Family Preservation services for families who have been re-unified with their children after removal by CYFD or who are at risk of their children being removed from their homes. Provided family preservation services in the home. Taught parenting skills, advocacy, empowerment, case management services, etc. Assisted families complete goal set forth by the parents and CPS to keep their children in the home. Submitted documentation and assessments to Rio Arriba CYFD office.
*13 nose 1/2c
6.5 MHS*
- 1/04-2/05 Completed contract with Children, Youth, and Families Department to train foster parents utilizing the PRIDE Curriculum in Taos.
6.5 MHS
- 7/05-7/05 Contracted with Rio Arriba Juvenile Justice Board in partnership with Espanola Public Schools to Create the Espanola Public Schools district wide *Guidelines to Truancy Prevention and Attendance Manual/Policy*. Contract completed. Focus on providing interventions to assist families with non academic barriers to success at school to include basic needs, mental and behavioral health issues, substance abuse issues, parenting skills, poverty issues, transportation issues, language barriers, domestic violence, etc. Focus not in punitive matters but rather strength based assistance focusing on rehabilitation.
*1 nose 1/2c
5 no*

3/03-*Current* Currently employed with Espanola Public Schools, thru a grant obtained by the Rio Arriba Juvenile Justice Board, as a Family and Youth Resource Coordinator. Duties included:

*1/2009
38m/s*
1/2009

administrative duties of Truancy Prevention Program and Family and Youth Resource Program. The program served students and families in assisting with non-academic barriers to success which often included transportation issues, language barrier issues, domestic violence, substance abuse, basic needs and poverty, mental health and behavioral issues, poor parenting skills, abuse and/or neglect issues, etc. Supervision of attendance policies and procedures with all school staff, tracking truant student, conducting home visits, assessing reasons for truancy, coordination meetings with parents, students, school staff, community and school based providers to resolve issues of truancy, meeting regularly with the Rio Arriba Juvenile Justice Board and Espanola Public School administrators/school board members, collaborating and making referrals to local community based services to include Juvenile Probation, Children's Court, Magistrate Court, Children Youth and Families Department, Income Support Division, local mental health organizations, services for accessing basic needs, transportation services, health services, etc. Collaborating and making referrals to school based services, to include the school nurse, principal, school counselor, special education department, tutoring services, etc. I also process referrals with student displaying behavioral and/or mental health issues. Conducted hundreds of meetings and hundreds of home visits with student and families to discuss behavior and/or mental health issues and process referrals for needed community or school based services mentioned above. I collaborated and coordinated with health and social service providers and organizations thru school based and off site delivery systems, and I recruited service providers to provide needed services that were not otherwise available to the student and family. I worked with programs to have them deliver the services at the school site (with parental consent). I work closely with law enforcement and Child Protective Services as well as have a close working relationship with community service providers who often expedite my referrals. Other duties include grant management/reporting, creating program materials in English and Spanish, to include Espanola Public Schools Truancy Prevention Manual, training school staff, creating programmatic brochures/flyers, and distributing health related educational materials for students, parents, and staff. Facilitated 8 week "Girls' Circle" groups for 6th grade girls at TEQ Sombrillo Elementary. Coordinated weekly grief groups and one to one mentoring with students in partnership with Northern New Mexico College Service Learning Program/Mentoring Program. I trained secretaries and counselors district wide in the utilization of the Data and Accountability tracking system used by Espanola Public Schools and the District Wide Attendance and Truancy Policies geared at providing interventions for students/families..not punitive approaches. I also provide 95% of the translation services for teachers and principals for Spanish Speaking families being that one of my school sites is 65% Mexican National origin. I have worked with many children whom disclosed physical and sexual abuse in their homes and reported to and worked closely with CPS and law enforcement. I provided a lot of case management services/crisis intervention to families and children. I worked closely with students displaying depression, self mutilation, suicidal ideation, ADHD/ADD, oppositional defiance, eating disorders, etc. Worked closely with JPPO on students engaging in criminal activities and also on informal probation referrals for students whose parents sought my assistance with chronic behavioral issues. The grant that funded my position did not allow for me to supplement work in the schools such as duty, supervising field trips, substituting, etc. Only to provide the scope of work specified in the grant.

7/06-3/09
on Hold
Continuing contracts with Rio Arriba County/Rio Arriba Juvenile Justice Board to facilitate "Girls' Circle" Groups are held once a week for 1 hour 45 minutes (8 sessions) at Rio Arriba Juvenile Probation Office or a referrals.

WORKSHOPS

- *Completed 72 hour Crisis Intervention Training at La Clinica Del Pueblo, Tierra Amarilla, N.M.
- *Completed 32 hour Rape Advocacy training at Santa Fe Rape Crisis Center.
- *Various Play Therapy and Family Therapy Conferences @ N.N.M.C.C.
- *Trained in Crisis Prevention Intervention (CPI).
- *Trained in conducting CFARS Assessment.
- *Trained to conduct Substance Abuse Subtle Screening Inventory (SASSI)
- *Trained in Variance Reporting and Critical Incident Reporting.
- *Trained in PE/MOSSA and HIBAC



Francisca "Pancha" Garcia-Quintana, LMSW

- *Completed "Girls Circle" Facilitator Training and "Girls Circle Advanced Facilitator Training"
- *Attended Child Abuse and Sexual Harassment Training 10/30/07
- *Attended 2009 NASW Conference

Civic Participation

- *Vice President of Student Outreach Organization at NNMCC from 1995-96
- *9/01-3/03 Secretary of Rio Arriba County 4-H Advisory Committee
- *9/01-3/03 Northern New Mexico Grief Support Center: Hogar de Paz Board Member
- *9/01-3/03 Safe Kids of Rio Arriba Board Member and Secretary
- *6/02-1/03 Facilitator of Northern Rio Arriba Health Coalition in Tierra Amarilla, NM
- *2/02-3/03 Secretary of Espanola Suicide Awareness Coalition
- *2001-03 Received numerous certificates of appreciation from community based partners to include assisting the R.A. County DWI program in reducing DWI in 2002 as well as assisting the R.A. 4-H Program.
- *4/03-9/05 Secretary of the Rio Arriba County Juvenile Justice Board
- *2003-2006 Community Partner with Northern New Mexico College Service Learning Program. Attended workshop in Washington, DC in 2003, organized partnership to bring mentors into schools in 2006 and invited to be guest speaker at NNMC service learning banquet.
- *2006-2009 Served as a lunch buddy thru Northern New Mexico Big Brothers/Big sisters Program. Met with my little 1-2 times a week to eat lunch/mentor child.

Supplemental Experience

- *I have experience with office setting and equipment. I type 60 words a minute, and I have very good computer and social skills. Knowledgeable in Microsoft Word, Publisher, and Microsoft Excel. I am a very quick learner and team player.
- *I enjoy working with organizations, coalitions, community members, children, youth and families, and I am very good at establishing positive relationships.
- *I have excellent organizational skills and a lot of experience in program development.
- *I have extensive experience conducting home visits, working with families of poverty and crisis intervention.
- *Spanish speaker and feel comfortable working with Spanish speaking only families and assisting with translations. I have established a very good relationship and trust with the Mexican community.
- *I have formed very strong partnerships with community based services, who often expedite my referrals, especially in the area of need for services for mental health services and behavior management services in the home and school setting.
- *I am well known in the community for working with children and families and advocating and assisting parents and children. I have a very positive reputation in the community and schools.
- *Very good working relationship with Rio Arriba Child Protective Services due to working closely with the staff on cases I handled thru my current and previous employments.

State of New Mexico
Regulation & Licensing Department
Board of Social Work Examiners



THIS IS TO CERTIFY THAT

Francisca Loyola Garcia

LICENSE NO. M-04859

Having complied with the provisions of the Professional Social Work Act is
hereby granted a license to practice

Licensed Masters Social Worker

ISSUE DATE: 09/11/2001

DATE EXPIRES: 07/01/2011

THIS CERTIFICATE MUST BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS.

Job Description

Job Title: CYFD - Investigations Worker (8482)
Job ID: 20222
Location: Espanola
Full/Part Time: Full-Time
Regular/Temporary: Regular - PERM for State

[Email to Friend](#)[Save Job](#) | [Apply Now](#)[Refer Friend](#)[Return to Previous Page](#)

Salary

Hourly salary range: \$13.30 min to \$23.64 max hourly, pay band: 60. Salary will be determined based on education and experience.

Agency Mission & Description

CYFD believes in the strengths and resiliency of families who are our partners and for whom we advocate to enhance their safety and well-being. We respectfully serve and support children and families and supervise youth in a responsive community-based system of care that is client-centered, family-focused, and culturally competent.

Purpose of Position

Incumbent will investigate allegations of child abuse or neglect. Incumbent may be required to initiate medical case management activities for eligible clients.

Educational requirements

Bachelor's degree in one of the following fields of education is required: Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university. (Please enter your education level on the Education page of the application even when submitting a resume)

The hiring agency may accept SPO authorized equivalencies for the required education field listed for this position.

Employment Requirements

Must possess and maintain a valid or NM drivers license and have own mode of transportation for daily client-related travel. Pre-employment background investigation is required, and some statewide travel is required.

Bargaining Unit Position

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Working Environment

Incumbent will work within the homes and communities of clients and in an office setting. Risk of injury from hostile clients is possible.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

To apply for this job: click the [Apply Now] button.

If you do not receive an email confirmation that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at (505)476-7777, before the closing of the position being applied for.

Please apply between June 22, 2009 and July 6, 2009.

The agency contact for this position is Carmela Alcon (505) 753-7191.

In addition to applying on-line, send a copy of your resume and required transcripts/documents by the closing date of this posting to Carmela Alcon, COM, Rio Arriba county Protective Services, 912 North Railroad, Espanola, NM 87532.

Children, Youth & Families Department



PERSONAL DATA SHEET

NAME (Last, First, Middle Initial)

Garcia Francisca L.

SOCIAL SECURITY NUMBER

DATE OF BIRTH

GENDER

ADDRESS

CITY

STATE

ZIP

COUNTY

PHONE NUMBER/TYPE (check preferred)

E-MAIL ADDRESS/TYPE (check preferred)

EDUCATIONAL LEVEL

- Less than HS Grad
 HS Grad or Equivalent
 Some College
 Technical School
 2 Year College
 Bachelor's Degree

- Some Grad School
 Master's Degree
 Doctorate (Academic)
 Doctorate (Prof)

MARITAL STATUS

- Single
 Married
 Separated
 Divorced

- Head of Household
 Common Law
 Widowed

AS OF DATE:

8/29/96

MILITARY STATUS

- No Military Service
 Active Reserve
 Inactive Reserve
 Retired Military

- Special Disabled Veteran
 Special Disabled Vietnam Veteran
 Veteran (VA Ineligible)
 Veteran of the Vietnam ERA

ETHNICITY (please specify)

EMERGENCY CONTACT INFORMATION

NAME

Delfin Damian (D.D) Quintana

ADDRESS

PHONE NUMBER(S)

RELATIONSHIP

Husband